

## Compensation/Salary Administration

Policy No. 305

**Policy Statement:** The compensation and salary administration practices/guidelines for the employees of the Archdiocese are to meet employment legislation, reflect current human resources best practices and sound financial stewardship, provide fair and equitable compensation based upon position requirement/performance, and be consistent with the social doctrine of the Catholic Church.

**Intent of Policy:** That the Archdiocese's compensation and salary administration practices and guidelines for its employees are applied in a fair, consistent, and equitable manner.

**Definitions:** **Employee Groupings/Categories**

**Administrative Support** - includes a variety of positions that are primarily administrative/secretarial/clerical in nature, providing support and services for a parish, office, department, function, and/or management individual(s), etc. Example: Administrative Assistant, Secretary, Receptionist, Accounting Clerk.

**Operational Support** - includes positions that have a primary focus on the delivery of services within a daily operational context such as dietary, housekeeping/custodial, or maintenance. Example: Cook, Janitor, Caretaker, Dietary Helper, Maintenance Worker.

**Pastoral Support** - includes positions within parishes and other organizations, and which have a primary role in assisting the pastor in the mission and pastoral functions of a parish. Example: Pastoral Assistant, Pastoral Agent, Caseworker, Coordinator of Liturgy/Music/Youth.

**Management and Professional** – includes positions having a primary responsibility for a department, service, office, and may include supervision of staff: Example: Executive Assistant, Office Manager, Archivist, Accountant, Director, Administrator.

### Locations

The Catholic Archdiocese of Edmonton as an employer includes the following “locations” for application of this policy: Member parishes, Edmonton Catholic Cemeteries, St. Joseph Seminary, Newman Theological College, the Foundation of St. Joseph Seminary and Newman Theological College, Pastoral and Administration Offices, Camp Encounter, and Our Lady of Victory Camp.

**Procedure:**

**Pay Structure/Salary Ranges**

- a) A pay or salary range (minimum, mid-point, and maximum) shall be established for each position, based upon a classification evaluation of the position.
- b) The pay or salary ranges shall be reviewed on an annual basis, or as determined by the Archdiocese. Appropriate pay or salary range information shall be provided to those authorized and related to the employees and positions for which they are responsible.
- c) The minimum of the range is normally associated with an employee having a limited amount of experience and/or not meeting the full requirements/qualifications for a position. The mid-point of the range is recognized or attained when an employee either demonstrates their abilities/competencies or meets or exceeds the experience and requirements/qualifications for a position. The maximum of the range normally indicates an employee who through experience, qualifications, training/education, and/or merit, exceeds the requirements/qualifications for the position, and demonstrates superior performance and competency.
- d) Positions with greater levels of complexity and responsibility may have a larger salary spread from minimum to maximum.
- e) This policy governs the employment of new employees and transfers or promotions of current employees.

**Commencement Salary Rate Determination**

- a) The person making the hiring decision, and upon a review of an applicant's experience and qualifications for the position, shall consult with their superior and Human Resources or other designated/authorized person to determine the salary rate based upon the pay/salary range for the position.
- b) In only unusual circumstances should an employee be paid below the minimum or above the maximum of the pay/salary range. If the maximum of the pay/salary range is being considered, it is recommended that this occur after the successful completion of the probationary period. Similarly, if an employee is commenced below the minimum of the pay/salary range, their salary should also not be adjusted to the minimum until after the successful completion of their probationary period. A written probationary review must be completed prior to any salary adjustment being made.

- c) The Contract for Employment shall include a provision if an employee's salary rate is to be adjusted following the successful completion of their probationary period.

### **Internal Transfers/Promotions**

- a) Where an employee is transferred to another position, and which results in a promotion, e.g. one or more levels higher than their current classified position, the employee's salary may be increased. It should be recognized that before any promotional salary increase is granted, it is subject to internal pay equity of other employees in the same or similar positions to which an employee is transferring and the pay/salary range of the position to which the employee is transferring.
- b) The change in position and salary rate must be in writing as an addendum and a copy placed on an employee's personnel file. (See Appendix 323C - Contract for Employment Addendum)

### **External Transfers in the Archdiocese**

- a) When an employee on the Archdiocesan Employee Benefit Plan(s) transfers within the Archdiocese, e.g. from Parish "A" to Parish "B" or from Parish "A" to the Pastoral and Administration Offices or Newman Theological College, within a period of six (6) months of their date of resignation, their six (6) month waiting period will be waived at the new location and will be reinstated in the Plan(s), as long as they transfer to a benefit eligible position of eighteen (18) hours or more per week.
- b) An Archdiocesan employee transferring and/or commencing in a new position within a period of six (6) months of their date of resignation will in addition to a) above, be eligible to have their unused accrued sick pay hours/days transferred, as well as have their current level of vacation entitlement recognized, i.e. earning vacation at the levels of two (2), three (3), four (4) weeks, etc. and/or time recognized towards any higher applicable vacation entitlement.  
**Note: Accrued vacation hours/days are to be paid out by the employee's current location and are not transferable to the new location.**
- c) When transferring or commencing in a new position within the Archdiocese, an employee's salary will be determined and based upon the criteria stated in this policy.

- d) For recognition and portability of benefits identified in a) and b) above, the employee will be required to provide satisfactory proof in writing of such benefits.

### **Reclassification of Position or Reassignment of Duties**

- a) When an employee's position/duties are significantly changed, a position classification review should be completed to determine if the existing pay/salary range remains appropriate or should be changed.
- b) Reassignment or additional duties on a temporary or permanent basis may require that consideration be given for an increase in an employee's rate of pay.
- c) Criteria outlined in "Internal Transfers/Promotions" are applicable in the above-mentioned circumstances.

### **Economic/Merit Salary Increases**

- a) The Archdiocese will determine the frequency and the percentage/amount of employee salary adjustments related to any applicable economic and/or merit increases.

### **Salary Administration: General Guidelines**

- a) Annual pay/salary ranges are based on full-time positions of 1820 hours per year (35 hrs./wk times 52 weeks). Part-time positions/hours will have an annual rate pro-rated based upon full-time hours.
- b) Pay/salary ranges are based on the requirements/qualifications for the position.
- c) Pay/salary ranges for positions are determined by their classification within the following employee groupings/categories (refer to Definitions):
  - Administrative Support
  - Operational Support
  - Pastoral Support
  - Management and Professional
- d) The Archdiocese will monitor and/or review appropriate external comparators and information in determining its pay rates, salary ranges, and compensation for its employees.

### **Basic Compensation Guidelines**

- a) In addition to pay (salary and wages), eligible Archdiocesan employees receive a wide range of benefits which include, but are not limited to the following: vacation, named holidays, overtime, paid sick leave, long term disability insurance, dental and extended health insurance, retirement plan (RSP), parking, mileage reimbursement, approved leaves of absences, staff retreat days, and educational/training support.
- b) Note: Alberta Health Care coverage is provided free by the Alberta government at no cost to the employer and employee.
- c) Many of the group plan benefits are cost shared on a 50/50 (employer/employee) basis.
- d) Eligibility for a variety of group plan benefits is subject to the employment status/position. To qualify, employees must work a minimum of eighteen (18) hours per week on a regular basis and have completed the six (6) month probationary period.
- e) The total compensation package (salary and benefits) for employees is reviewed by the Archdiocese on a regular basis, normally annually.

***Refer to Policy:***

- No. 303 Probationary Period
- No. 306 Employee Group Benefits
- No. 323 Contract for Employment
- No. 332 Position Classification Review