

- 4.1 The salary placement of an Employee to the applicable salary grid will be based on an assessment of the skills and experience they bring to the role. Internal equity is also a consideration. Determining initial salary placement needs to be carefully considered, advice and support is available from People Services.

- 5.1 – All exempt positions will have a position description and shall be classified for the purpose of placement on the College's Exempt Salary Structure.
- 5.2 The designated manager is responsible for developing the position description and their Business Partner, People Services (PS) will provide support on job design as required.
- 5.3 When an existing position has changed over time, is substantially revised, or an exempt Employee has reason to believe their duties have substantially changed, the designated manager shall develop the revised position description with support from their Business Partner, PS as required.
- 5.4 The new position description will be submitted by the manager to the Business Partner for classification by the Manager, Compensation and Transformation for position classification.
- 5.5 The Manager, Compensation and Transformation with the applicable Business Partner will

- 7.8 Exempt Employees who have been temporarily promoted are eligible to receive a performance-based increase in their temporary role. That increase will then be applied to

- a) Occupational First Aid Level I - \$30.00 biweekly
 - b) Occupational First Aid Level II - \$50.00 biweekly
- 10.3 The stipend will be included in the eligible exempt Employees salary payments as taxable income. The process for applying this stipend is as follows:
- a)

Date	Action
2024-04-17	
2023-07-26	
2023-05-24	
2023-03-22	
2022-11-16	Procedures for Exempt Employee Compensation and Classification

