

 SALARY ADMINISTRATION	Human Resource Manual
NEU Bargaining Unit and Excluded Group	Section 1401

PAY – NEU BARGAINING UNIT AND EXCLUDED GROUP

PURPOSE

1. The rates of pay for employees in the Nunavut Employees Union (NEU) bargaining unit are determined through negotiation between the NEU and the Government. The rates of pay for employees in the excluded group are determined by the Executive Council.

APPLICATION

2. These guidelines and procedures apply to all employees in the NEU bargaining unit and employees in the excluded group of the Government.

DEFINITIONS

3. **Appointment** means the offer and acceptance of a public service position that is not a transfer or promotion.
4. **Transfer** means appointment to a new position that is not a promotion or a demotion.
5. **Promotion** means appointment to a new position with a greater maximum pay than the former position.
6. **Present Incumbent Only (PIO)** refers to the salary, that is paid exclusively to the present incumbent in a specific position, that does not match the current job evaluation and pay range of that job.
7. **Excluded Employee** means an employee who is not represented by the NEU or the Nunavut Teachers Association, as per the provisions of Section 41(1.7) of the *Public Service Act*.
8. **Excluded Group** refers to all excluded employees.

 SALARY ADMINISTRATION	Human Resource Manual
NEU Bargaining Unit and Excluded Group	Section 1401

PROVISIONS

9. Employees are entitled to a salary increase equivalent to a maximum of one increment (1 step) per year based on performance.
10. A term employee is paid a salary that is calculated as if for an indeterminate employee.
11. A part-time employee is paid based on an hourly pay rate within the pay range of the position.
12. A seasonal employee is paid a salary within the pay range of the position. The salary, quoted in a yearly amount, is paid bi-weekly for the duration of the season. (An employee who works for a season of six months receives one-half of the yearly salary over those six months).
13. The rate of pay for a re-appointed lay-off is based on whether the re-appointment is a promotion or transfer.
14. On promotion salary determination is calculated based on the following formula: the difference between step 1 and step 2 of the new pay range, added to the current salary. If a salary increment is due within 6 months of the promotion, it is granted at the time of the promotion. The candidate then receives the step nearest to but NOT less than this amount.
15. On transfer, pay does not change if the employee is moving to a position at the same pay range. If the employee is moving to a position at a lower pay range the employee shall be paid at the level in the appropriate pay range of the new position that is commensurate with the employee's qualifications and experience for the position.

Present Incumbent Only (PIO)

16. The pay for an employee with PIO status remains within the pay range at which the employee is paid until the individual leaves that position.
17. The employee continues to receive the annual and negotiated increases for the range of the position before it was re-evaluated downwards.

 SALARY ADMINISTRATION	Human Resource Manual
NEU Bargaining Unit and Excluded Group	Section 1401

18. Employees will cease to be paid at a salary higher than which the position is rated, if they unreasonably refuse a transfer or training that would put them nearer, equal to or higher than the level established for the position before it was re-evaluated. The employee will be paid in the range of rates applicable to the re-evaluated position nearest to the rate the employee was being paid in the current range.
19. Employees who accept a transfer or training that puts them in a position nearer to the position before it was re-evaluated will continue to be paid at the higher range.

Initial Appointment

- 20 A newly hired employee receives the minimum pay for the position. However:
 - (1) employees in group 5 positions are given an increment for each two years of related experience, to a maximum of Step 4;
 - (2) employees in group 3 positions are paid a salary based on education and experience;
 - (3) managers in consultation with the Staffing Division of the Department of Human Resources, may authorize new employees to be paid to a maximum of step 3;
 - (4) Deputy Heads may authorize new employees in their departments to be paid beyond Step 3.

Salary Revisions (NEU Bargaining Unit)

21. The pay grids and economic increase for employees represented by the NEU are set by negotiations between the Government and the NEU.
22. Negotiated salary revisions for employees represented by the NEU are reflected on their pay cheques as follows:
 - (1) within two months after the month the Collective Agreement is signed; or

 SALARY ADMINISTRATION	Human Resource Manual
NEU Bargaining Unit and Excluded Group	Section 1401

(2) within one month after the month of the effective date of subsequent revisions.

23. Retroactive pay revisions are actioned within three months of the signing of the Collective Agreement.
24. Employees who have earned overtime, compensation or any other extra allowances in addition to their regular pay, shall receive such remuneration in the four weeks following the day the employee submits the appropriate form.

Salary Revisions (Excluded Employees)

25. Any salary revisions are reflected on the employees' pay cheques within one month of the effective date of the revision.

Position Evaluation Revisions (Excluded and Union Employees)

26. Where a position is re-evaluated as a result of a change in duties and responsibilities and the maximum rate of pay of the new pay range exceeds the maximum rate of pay of the old pay range, the incumbent of the position will be paid at the step in the new pay range which provides him/her with an increase in salary that is nearest to but not less than the difference between Step 1 or Step 2 of the new pay range added to their current salary.
27. Upon initial appointment, the employing department in consultation with staffing sets the starting pay for the employee in accordance with either the Collective Agreement or the Terms and Conditions of Employment for the excluded group.
28. The Department of Human Resources advises the employee of the starting salary for the position through the letter of offer.
29. The Department of Human Resources issues all written authorization for pay action to implement negotiated economic increases.

 SALARY ADMINISTRATION	Human Resource Manual
NEU Bargaining Unit and Excluded Group	Section 1401

AUTHORITIES AND REFERENCES

30. Public Service Regulations
Section 16-21, Pay
31. Main Collective Agreement with NEU
Article 24, Pay
Group 4, Trades and Apprentices
Group 5, Health Care Workers
Group 6, School Year Employees
Appendix B, Pay Schedules
32. Excluded Employees' Handbooks
Salary

CONTACTS

33. For further information or clarification, please contact:

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