	<b>SALARY ADMINISTRATION</b>	<b>Human Resource Manual</b>
	<b>Management Group</b>	<b>Section 1403</b>

## MANAGEMENT GROUP

### PURPOSE


1. This section defines salary treatment for senior managers within the Government of Nunavut. Rates of pay for this group are determined by Cabinet.

### APPLICATION

2. These guidelines and procedures apply to all Government employees who are senior managers.


### DEFINITIONS

3. **Deputy Head** refers to Deputy Ministers, Presidents of Corporations, the Comptroller General and the Clerk of the Legislative Assembly.
4. **Senior Manager** refers to Regional Directors, Heads of Boards and Agencies, Assistant Deputy Ministers or equivalents, Directors, and Regional Superintendents.
5. **Economic Adjustment** refers to adjustments to the salary grid approved by the Financial Management Board.
6. **Merit Pay** refers to an annual increase to a senior manager's pay, which recognizes the senior manager's job performance during the previous year ending March 31st.
7. **Bonus** refers to the amount of merit pay that is paid as a lump sum payment of money. This payment is not part of the employee's base pay, but is considered pensionable salary.
8. **Compa-ratio** refers to the ratio of a senior manager's salary compared to the maximum salary for the senior manager's position, and it is expressed as a percentage.


	
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## PROVISIONS

9. Positions are evaluated against several criteria and are then assigned points by a Job Evaluation Officer. Based on the points, a position is placed in the appropriate band on the management unit salary grid.
10. The management salary grid consists of 21 salary bands, which includes minimum and maximum salaries for each band. The minimum salary is equal to a compa-ratio of 70% of the maximum of the range. The maximum salary is equal to 100%.
11. Economic adjustments for managers are determined by the Financial Management Board and are automatically paid to all senior managers.
12. Merit pay is available for a senior manager each year. It is given as a percentage increase to salary (increase to base pay).
13. Senior managers may also be given performance pay in the form of a lump sum bonus that does not form part of the employee's base salary.
14. The Deputy Minister of Human Resources may, within twelve months after the appointment of senior manager to the public service, grant a salary adjustment that may not exceed 25% of the employee's former rate of pay.
15. Retroactive pay revisions are actioned within three months of the approval of the economic adjustments.
16. Once every fiscal year, effective April 1st, senior managers are given extra pay for good performance.
17. Compensation and Benefits processes these salary adjustments for senior managers in all Government departments, boards, agencies and corporations.
18. A senior manager's compa-ratio increases as competency in the job increases. An employee who reaches 100% of the salary level is considered to be fully competent in all duties assigned to the position.
19. A senior manager is never paid less than 70% of the position maximum salary and cannot exceed 100% of the salary range for the position.

	
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20. If a senior manager's performance is satisfactory but has not improved over the previous year, then a merit increase may be denied. However, the economic adjustment should still be granted in order to maintain the employee's current salary percentage in relation to the maximum salary of the position.
21. If the employee's performance was unsatisfactory then merit pay is withheld.
22. If a senior manager's performance has been unsatisfactory for successive years, and the compa-ratio is at or near 70%, both the economic adjustment and merit pay should be withheld in conjunction with other discipline measures.
23. When a senior manager has reached 100% of the range of the position, all merit pay is paid in the form of a bonus which is considered part of base pay for calculating pensions.
24. Upon initial appointment, the starting pay is set by the Staffing Consultant and the Deputy Head within the employing department, board or agency.
25. The Staffing Consultant prepares a job offer for the senior manager advising the senior manager of the starting salary for the position.
26. Within the first few weeks of April each year, the Senior Personnel Secretariat provides each Deputy Head with instructions and forms to calculate the merit and bonus pay for each of their senior managers, and to indicate if an economic adjustment should be paid.
27. The Deputy Heads return the work sheets with their recommendations to the Senior Personnel Secretariat in the Department of the Executive and Intergovernmental Affairs. The worksheets on the system are updated with those recommendations; final copies are processed for review and approval.
28. When the merit and bonus performance pay recommendations are approved, the salary adjustments are made by Compensation and Benefits who then distribute the approved salary adjustments to departments, boards, agencies, and corporations.
29. Each Deputy Head writes to each senior manager to advise of the salary adjustments made.

	
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## AUTHORITIES AND REFERENCES

30. Public Service Act  
Section 38-39, Pay
31. Public Service Regulations  
Section 17-22, Pay
32. Senior Managers' Handbook  
Salary

## CONTACTS

33. For further information or clarification, please contact:

**Deputy Minister  
Responsible for the Senior Personnel Secretariat  
Department of the Executive and Intergovernmental Affairs  
Iqaluit, Nunavut  
975-6030**

or

**Director Compensation and Benefits  
Department of Finance  
Iqaluit, Nunavut  
975-5881**