

	SALARY ADMINISTRATION	Human Resource Manual
	Pay Increments	Section 1404

PAY INCREMENTS

PURPOSE

1. Increments are granted to employees in recognition of service and satisfactory performance.

APPLICATION

2. These guidelines and procedures apply to all employees except those in the Nunavut Teachers Association' bargaining unit or Senior Management group.

DEFINITIONS

3. **Increment** means the difference between adjacent steps in a pay range.

PROVISIONS

4. The Deputy Minister of HR may, within twelve months after the initial appointment of an employee to the public service, approve a salary adjustment for an employee who is a senior manager, but the salary adjustment may not exceed 25% of the employee's former rate of pay.
5. An employee, except a casual employee, who is rehired within two (2) years of his/her last date of employment with the Employer to perform the same duties shall be paid at the same step as he/she was being paid at when he/she ceased to be an employee.
6. An employee in a position with more than one rate of pay shall be granted pay increments until the maximum rate is reached.
7. An employee's increment may be denied if an employee's performance is poor.
8. Employees may not be accelerated through their steps.
9. The increment date (annual review date) is based on the anniversary date of the employee's appointment or most recent promotion or the date the individual was hired as a casual to perform the same duties as the new appointment if there was no break between the casual and indeterminate service. Pay increments, which are recommended by the deputy head,

	SALARY ADMINISTRATION	Human Resource Manual
	Pay Increments	Section 1404

shall be granted the first day of the month of the employee's initial appointment.

10. On promotion, if an increment is due within six months, it is granted before the pay for the new position is calculated. The increment date is changed to the first day of the month of the promotion.
11. The increment date is not affected by a demotion.
12. The increment date of an employee who is transferred or whose position is re-evaluated does not change.
13. Increment dates are postponed by all leaves of absence except the following:
 - (1) leaves of absence less than six months;
 - (2) leaves of absence without pay to work for another government department, board or agency;
 - (3) maternity leave; and
 - (4) parental leave.
14. An increment postponed by a leave of absence is due when the employee returns to work and completes a year of paid full-time employment from the effective date of the last increment. This includes the periods of service before and after the absence.
15. A lay-off of six months or less does not postpone the increment date. If lay-off exceeds six months, employment between the last increment and the lay-off date counts towards the next increment on re-appointment.
16. When an increment and a salary revision are due on the same date, the increment is applied first.
17. Part-time employees receive annual increments regardless of the number of hours worked during the year.
18. If an increment is denied the employee will be informed of the date of the next review which may be no earlier than 6 months and no later than 12 months from the date the increment is denied. At this time, the employee shall be entitled to the withheld pay increment, in addition to the current

	SALARY ADMINISTRATION	Human Resource Manual
	Pay Increments	Section 1404

- pay increment, should performance be deemed to meet the required standard.
19. Seasonal employees are entitled to receive increments on completion of each accumulated one year (12 months) of active employment. As seasons vary from year to year, the actual date varies.
 20. An increment is automatically processed for employees unless an authorized letter is sent to Compensation and Benefits in the Department of Finance, advising payroll to withhold the increment.
 21. If a supervisor feels that an employee's increment should be denied, the recommendation is made to the deputy head. If the deputy head supports the recommendation, written notice denying the increment due is given to the employee and a copy is sent to Compensation and Benefits to authorize the change.
 22. The notice is given, at least three weeks prior to the increment due date, and include the date of the next review. If notice of denial is not given, the pay increment shall be implemented on the due date.

AUTHORITIES AND REFERENCES

23. Collective Agreement with the NEU
Article 24, Pay
24. Excluded Employees' Handbook
Salary
25. Senior Managers' Handbook
Salary

 SALARY ADMINISTRATION	Human Resource Manual
Pay Increments	Section 1404

CONTACTS

26. For further information or clarification, please contact:

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or**

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