



ARCHDIOCESE OF REGINA

Policy Name:	Equity Employee Remuneration Process	Number:	S6-12
Policy Type:	Management of Staff	Date Approved:	February 2017
References:		Date Revised:	

Policy Statement: The Archdiocese of Regina will monitor the employee remuneration process annually to ensure that employees receive benefits commensurate with their education, responsibilities, experience and years of service.

- Procedure:**
- a) The administrator responsible for Human Resources in consultation with the Archbishop and the other Director will review all employees' benefits including salary.
 - b) The job descriptions of employees will be reviewed and the level of education and expertise required to do the job will be determined.
 - c) A salary grid will be decided based on the job, the skills required and years of experience. A comparison may be made with similar jobs in other (Arch)dioceses.
 - d) During the annual review of an employee's progress, changes to an employee's benefits including salary will be discussed and any adjustments determined.
 - e) An employee will be able to appeal, in writing, the decisions made. In the appeal, the employee will need to outline how their responsibilities have been adjusted such that they have greater responsibilities than they did before. The administrator responsible for Human Resources in consultation with the Archbishop and/or other administrators will review the appeal. Once a decision is made, the administrator responsible for Human Resources will meet with the employee and provide her/him with their decision.

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