

---

Parent Policy link:

Procedure Reference      EXTPR\_CC\_2307R\_BG/PSV

Procedure Sponsor:      Associate Vice President, People Services

Procedure Contact:      Manager, Compensation & Transformation

Stakeholders:            Exempt and Excluded Employees  
OC Administrators' Association

Approved by:            OC Executive Team

Effective Date:          August 1, 2023

Last reviewed:            July 2023                      Scheduled review date:      March 2024

---

To establish a clear and efficient process for classification and reclassification of all exempt and excluded positions, in accordance with the College's total compensation philosophy detailed Board Policy on Exempt Employees Terms and Conditions. Throughout the procedure any reference to "exempt" Employees also includes excluded Employees.

This procedure applies to all Employees and positions that are designated as exempt or excluded  
2.





- 6.1 At the end of the 12-month probationary period, probationary Employees are eligible for consideration of a probationary increase of up to 5%.
  - 6.2 New Employees hired by the College will be subject to the probationary period, and it is at the discretion of the manager as to whether existing Employees who are promoted are subject to a probationary period.
  - 6.3 The amount of the probationary increase will be determined by the Manager based on a documented review of the probationary Employees performance during the probationary period.
  - 6.4 An employee who receives a probationary increase between January 1<sup>st</sup> and March 31<sup>st</sup> may be eligible for consideration for a further performance-based increase effective July 1<sup>st</sup>, provided there is room within the limits placed on the amount of performance-based increase that an exempt employee can receive in a calendar year. Managers will be required to provide a short reassessment of the employee to People Services to cover the period from the date of their probationary review and March 31<sup>st</sup>.
- 
- 7.1 Exempt Employees who are below the maximum of the salary grid will be considered for an annual salary increase up to the maximum of their salary grid, provided the Employee receives a performance rating that supports a performance-based increase, and provided that the College has the financial resources to provide for such increases.
  - 7.2 All increases are performance-based and the review period on which an Employees performance is assessed is April 1<sup>st</sup> to March 31<sup>st</sup> of the previous year.
  - 7.3 It is expected that managers complete all performance assessments by June 30<sup>th</sup> each year. Performance assessments must be submitted to People Services by June 30<sup>th</sup> each year. Any request for extension of this timeline must be submitted to the AVP, People Services by May 15<sup>th</sup> at the latest. Extensions will only be approved in exceptional circumstances.
  - 7.4 No increases will be processed until the performance evaluation documents have been received by



to renew or upgrade the Occupational First Aid certification required and will be reimbursed for the costs as000013(st)4(s )-12(as000013(st)4(s )-12(as000013(st)4(s )-12(as000013.rti)]TJ

		\$ 191,413	\$ 229,697	\$ 255,218	\$ 293,500
		\$ 174,012	\$ 208,815	\$ 232,016	\$ 266,818
		\$ 158,193	\$ 189,832	\$ 210,924	\$ 242,562
		\$ 143,812	\$ 172,575	\$ 191,749	\$ 220,511
		\$ 130,738	\$ 156,886	\$ 174,317	\$ 200,465
		\$ 118,853	\$ 142,623	\$ 158,470	\$ 182,241
		\$ 108,048	\$ 129,658	\$ 144,064	\$ 165,673
		\$ 98,225	\$ 117,871	\$ 130,967	\$ 150,612
		\$ 96,164	\$ 115,398	\$ 128,219	\$ 141,041
		\$ 89,455	\$ 107,346	\$ 119,273	\$ 131,201
		\$ 83,214	\$ 99,857	\$ 110,952	\$ 122,047