

Section: Human Resources (HR)
Subject: Compensation and Benefits

Legislation:

Effective: June 11, 2004

Revision: July 11, 2006; September 1, 2016 (reformatted); July 18, 2022

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to apply the principles of fairness, consistency and equity in establishing, setting and administering SAIT's total compensation, with due regard for the need to compete in the external labour market, subject to the availability of financial resources. SAIT strives to balance the need to maintain internal salary equity with the need to compete, so that salary compression and salary inversion does not occur.

PROCEDURE

DEFINITIONS

Overtime All authorized hours worked in excess of the normal scheduled hours of work in accordance with the applicable provisions of the relevant collective agreement or the Administrative/Professional/Technical (APT) Salaried Employee Information document.

PROCEDURE

1. The authorization of overtime requires prior written approval by the respective manager/dean/director or designate and/or vice president.

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2. Authorization of time-off in lieu of overtime shall be in accordance with the employee's current collective agreement (if a SAFA or AUPE bargaining unit member) or the current Administrative/Professional/Technical (APT) Salaried Employee Information document.

POLICY/PROCEDURE REFERENCE

- HR.1.2 Compensation policy
- HR.1.2.1 Acting Incumbency procedure
- HR.1.2.4 Over and Under Payment of Salary procedure
- HR.1.2.5 Salary Compression and Salary Inversion procedure

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PROCEDURE