

## Salary Administration for Employees in Developmental Positions (Under-Implementation)

A developmental plan can be used by ministries when they are experiencing difficulties recruiting fully qualified applicants to a position (e.g., Policy Analyst). If ministries aren't able to attract fully qualified applicants they have the option of placing lesser qualified applicants at a lower level and "developing" them to the full working level. Developmental plans are typically established with several "levels", for example, a developmental plan for a Policy Analyst R24 may include developmental levels at Range 18 and 21.

The ministry determines when a developmental plan is required and works with a Classification Specialist to determine the number of levels required in the plan, the duties and responsibilities assigned at each level, their classification and staffing qualifications.

The length of time required by an employee to move through the developmental plan is determined by the ministry and is based on the realistic time frame required by the employee to gain needed training and/or experience and on the employee meeting ministry standards of performance.

### Initial appointment to the plan:

**Note: At the end of the guide are examples to illustrate the paragraphs below.**

- An applicant's initial appointment to the developmental plan will be based on the level of training and/or experience (i.e., qualifications) they bring to the job and how that corresponds to the qualifications required for each level within the plan.
- The salary rate for new employees (i.e., new to the public service) for their initial appointment to the developmental plan will typically be Step 1 but will be guided by Clause 27.19 of the collective agreement. The employee's anniversary date for increment purposes is the date they are appointed to the developmental level.
- Current employees who are promoted to their initial developmental level (e.g., moving from a Grid 14 job to an initial appointment at Grid 18) will have Clause 27.5 applied and will receive a salary rate in the developmental level that is the closest step to 8% above their previous rate. Their new anniversary date for increment purposes is the date they are appointed to the developmental level. **See Example 1**
- Current employees who are appointed to their initial developmental level from a position with the same maximum salary level (e.g., moving from a Grid 18 job to an initial appointment at Grid 18) will be placed at their current salary and retain their current increment date. **See Example 2**

- Employees whose current classification level is higher than the developmental level they are qualified for (e.g. they are qualified for initial appointment at Grid 18 but their current position is at Grid 21) will be appointed to the developmental level that is at their current grid level (e.g., Grid 21). The employee will be required to gain the requisite training and/or experience for the developmental level that they should have been placed at based on their qualifications; however, their salary will not be reduced to the lower plan level. The employee will retain their current increment date. Note: this applies to employees whose current classification is the same as, or lower than, the classification level of the full working level of the job (e.g., if the full working level is Range 24, this bullet only applies to employees who are currently at Range 24 or lower). **See Example 3**
- Current employees who take a voluntary demotion to a developmental position (e.g., are moving from a position at Grid 27 to a developmental position where the full working level is classified at Grid 24) will be placed at the appropriate step of the full working level that is the closest step to an 8% reduction in their current pay as per Clause 27.21. The employee will be required to gain the requisite training and/or experience needed for the position; however, their salary will not be reduced to lower plan levels. They retain their current increment date. If they were at the top step in their previous position, their anniversary date for increment purposes will be their start date in the developmental position. **See Example 4**

#### **Subsequent Movement through the Developmental Plan:**

After initial appointment to the developmental plan, employees working through the remaining levels of the plan are not covered by the normal promotional rules when they move from one level to the next higher level (i.e., they do not receive the closest step to 8% above their current salary). The movement is not considered a promotion.

The length of time an employee is in a developmental level is dependent on the amount of time it takes them to acquire the necessary training and/or experience to move to the next level. If an employee is in a developmental plan level longer than one year, they are eligible to receive increments in the developmental job level they currently hold.

Once an employee has gained the necessary training and/or experience, they are moved to the next job level of the developmental progression to the minimum of the new range, or to the step which is closest to, but greater than, their current rate, whichever is greater. If the employee is within three months of receiving an increment in their current level, the increment will be granted before moving them to the next level of the progression. The anniversary date for increment purposes is the date the employee is moved to the new level of the progression.

The employee will continue to progress in this manner until the full working level is achieved.

### EXAMPLES TO ILLUSTRATE SALARY ADMINISTRATION FOR DEVELOPMENTAL PLANS

All examples are based on employees being appointed to a Policy Analyst position that has a developmental plan. The full working level (FWL) is established at Grid 24, with developmental levels established at Grid 18 and Grid 21. All salaries used in the examples are effective April 5, 2015 and are listed in the table below for convenience.

Grid	Step 1	Step 2	Step 3	Step 4	Step 5
Grid 14	1,690.84	1,739.33	1,789.45	1,841.23	1,918.53
Grid 18	1,894.72	1,950.05	2,007.18	2,066.23	2,154.89
Grid 21	2,066.23	2,127.43	2,191.77	2,258.23	2,357.15
Grid 24	2,258.23	2,326.91	2,397.89	2,471.22	2,580.35
Grid 27	2,471.22	2,547.01	2,625.34	2,706.25	2,826.60

#### Example #1

##### Initial Appointment to Plan:

Beth is currently a government employee paid at Grid 14, Step 4 (\$1841.23). It's determined, based on Beth's training and experience (i.e., qualifications), she should be appointed at the Grid 18 level of the developmental plan. This represents a promotion from her current Grid 14 position; therefore, Clause 27.5 applies and Beth will be placed in Grid 18, Step 3 (\$2007.18) which is the closest step to 8% above her Grid 14 salary.

##### Subsequent Movement through the Plan:

Beth has worked one year at the Grid 18 developmental level. She recently received her increment and is currently at Grid 18, Step 4 (\$2066.23). Beth has gained the necessary training and experience to move to the next developmental level (Grid 21). Grid 21, Step 1 (\$2066.23) is equal to her current salary; therefore, as per the guide she will be moved to Grid 21, Step 2 (\$2127.43) as it is the step that is closest to, but greater than, her current salary. She does not receive an 8% increase to this level. Her new increment anniversary date will be the date she is moved to Grid 21.

#### Example #2

##### Initial Appointment to Plan:

Rodger is currently a government employee paid at Grid 21, Step 2. It's determined, based on Rodger's qualifications, that he is not qualified for the full working level (Grid 24) but should be appointed to the Grid 21 developmental level of the plan. Rodger is moving to a position with the same maximum salary as his current position (i.e., moving from a Grid 21 position to Grid 21 position); therefore, he will transfer to the Grid 21 level at his current step level (Step 2) and retain his current increment date.

Subsequent Movement through the Plan:

Rodger has worked 9 ½ months at the Grid 21 developmental level. He is currently at Step 2. He has gained the necessary training and experience to move to the full working level at Grid 24. Because he is within three months of receiving an increment to Grid 21, Step 3 (2,191.77), the increment is granted before determining his placement in Grid 24. Rodger will be moved to Grid 24, Step 1 (\$2,258.23) as it is the step that is closest to, but greater than, his current salary. He does not receive an 8% increase to this level. His increment anniversary date will be the date he is moved to Grid 24.

**Example #3**

Initial Appointment to Plan:

Carla is currently in a Grid 21 position at step 2. Based on her qualifications, it's determined that she should be appointed to the Grid 18 level of the developmental plan. As this is lower than Carla's current grid level, Carla will instead be appointed to the developmental level that is at her current grid level (Grid 21) and she will maintain her current step (Step 2). She retains her current increment date. Carla will still be required to gain the necessary training and/or experience that she would have received had she been placed at the Grid 18 level but her salary will not be reduced.

Subsequent Movement through the Plan:

Carla has worked for two and one half years at the Grid 21 developmental level to gain the experience/and or training that she needed at both the Grid 18 and the Grid 21 levels.. She recently received an increment and is paid at Grid 21, Step 5 (\$2357.15). Carla is now ready to move to the full working level at Grid 24. She will be moved to Grid 24, Step 3 (\$2397.89) as this is the step that is closest to, but greater than, her current salary. She does not receive an 8% increase to this level. Her increment anniversary date is the date she is moved to Grid 24.

**Example #4**

Initial Appointment to Plan:

Timothy is currently in a Grid 27 position at Step 5 (\$2826.60). Applying on the Policy Analyst position, which has a full working level classification of Grid 24, is a voluntary demotion for Timothy (i.e., moving to a position with a lower maximum salary). Based on Timothy's qualifications, it is determined he should be appointed at Grid 21 of the developmental plan. Timothy is instead placed at Step 5 of Grid 24, which is the closest step to an 8% reduction in his current pay as per Clause 27.21. Timothy will still be required to gain the necessary training and/or experience that he would have received had he been placed at the Grid 21 level but his salary will not be reduced to that level.