FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **PAY INCREASE** **(Out of Scope Employee)**		POLICY NO: HR-004
	DATE Issued: November 2018	PREVIOUS POLICY NO/NAME: Pay Increase (Non Union Employees) AD01-26
	DATE Reviewed: June 25, 2024	RELATED DOCUMENTS:
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: Out of Scope Employees	

POLICY:
The intent of this policy is to ensure that out-of-scope salaries are competitive in the Westman sector and local market. FVI Board will determine financial guidelines for the provision and adjustment of out-of-scope compensation within salary ranges aligned with the applicable sector and not significantly above or below that.

Compensation for out-of-scope positions will be reviewed and adjusted in accordance with the results of performance reviews and the compensatory guidelines approved by FVI.

PROCEDURE:

- The Executive Director is responsible to survey the sector to maintain the relevance of:
  - the five-point salary scale developed for the FVI Program Directors and Payroll and Accounting Administrator as outlined in the FVI Employee Handbook.
  - compensation to the Executive Director relative to the scope of assigned duties and budgetary responsibility.
  - When discrepancies between the scale and sector arise, the ED is responsible to budget for changes to the scale within annual budget preparations resulting in a request for board approval to amend salary schedules.
- Equitable administration: The administration of the policy will be consistent, taking into account similar information for all positions covered by the policy.
- The salary of each Out-of-Scope employee will be determined at the time of appointment by the Executive Director and adjusted in accordance with this policy.
- Salary of the Executive Director will be determined at the time of appointment by the Board of Directors and adjusted through negotiation and budgetary approval of the Board of Directors
- Performance based: All persons covered by this policy will participate in regular (at least annual) appraisals of their individual performance with their supervisor(s)

- Senior Out of Scope employees whose tenure and performance has surpassed the five-point scale will meet with the ED to negotiate their salary independently.
- Budget submissions for salary of Out of Scope Staff prepared by the ED will reflect any salary changes and supporting documentation will be recorded within personnel files.