

Protocol

Hiring up in Range ADMIN, BCGEU and VIUFA
Positions

Candidate Name:

Position:

Faculty/Department:

In addition to salary, the total compensation at VIU includes a wide range of fully employer-paid benefits, including MSP, Extended Health, Vision Care, Travel Insurance, Dental, Life Insurance, Short and Long Term Disability and Accidental Death and Dismemberment. VIU vacation includes several weeks of vacation and a week-long break at Christmas. In addition, VIUFA receive two (technician) and eight (professor) weeks of paid professional and curriculum development time. Paid professional development leaves are also a very attractive component of the compensation package.

VIU's collective agreements contain salary placement criteria/calculations and an initial maximum salary placement. In the vast majority of job postings VIU is able to hire qualified individuals within the collective agreement(s) initial maximum salary placement. In rare cases, VIU will need some flexibility to recruit qualified candidates by waiving the initial maximum salary placement, but only to the extent that the higher salary is supported by the salary placement criteria/calculations. In a situation where it is necessary to waive the salary placement criteria/calculations prior to considering waiving the cap, an LOA will be necessary.

In all cases an "up in range" hire must be based on the negotiated best rate for the institution.

This protocol will create consistency in placing employees at salaries above contractual initial maximum salary placements.

Criteria and Consideration

For consideration to place employees above contractual initial maximum salary placement the following information must be considered and provided to the Vice-President or President in order to obtain approval:

- 1.1. What evidence of recruitment difficulties, high turnover/ vacancy rates, or other factors lead you to believe that you will be unable to complete a hire within the maximum initial salary placement?

- 1.2. Will the placement above the initial maximum salary placement result in salary inequity within your area?

- 1.3. What risk is there to the institution if the candidate is *not* hired given the availability of other qualified candidates?

- 1.4. Does your HR Advisor support your recommendation Yes ☐
No ☐

If no, please explain.

ADMIN, BCGEU and VIUFA

I recommend that _____, be offered a
(Candidate name)

salary at _____ .
(Step or Category and Step)

Signature of Administrative Manager

Date

Approved by Responsible Vice-President or President

Yes ☐

No ☐

Signature of Responsible Vice-President or President

Date

cc. Human Resources

Updated June 2022

Quick Guideline for VIUFA Initial Salary Placement**F2 Scale - FACULTY (Professors and non-instructional faculty excluding Technicians)**

Qualifications (<i>from an accredited institution</i>)	Step
Diploma or equivalent	Step 11
Bachelor's Degree or equivalent	Step 11
Master's Degree or equivalent	Step 10
Double Master's Degree, or at least one full year of study beyond a Master's Degree	Step 9
Doctorate	Step 8

Experience (*after completion of the first diploma, degree or teaching certificate*)

- One step is granted for each full-time year of employment which is *directly related to primary assignment (instruction, post-Doctoral research, senior admin in field for instructors; counselling/advising, instructing, post-Doctoral research, senior admin in field for counsellors/advisors; and librarian, post-Doctoral research, senior admin in field for librarians.*
- One-half step is granted for each full-time year of experience in a *related field*.

Initial maximum salary placement is Step 6.

F1 Scale -TECHNICIAN

Qualifications (<i>from an accredited institution</i>)	Step
Diploma in Technology or equivalent	Step 1
Diploma in Technology plus one year related study	Step 2
Bachelor's Degree or equivalent	Step 3
Bachelor's Degree plus one year related study	Step 4
Bachelor's Degree plus two years related study	Step 5

Experience (*after completion of the first diploma, degree or teaching certificate*)

- One step is granted for each full-time year of employment which is *directly related to primary assignment (technician, instructing, research at post- Diploma level in field for technicians).*
- One half-step is granted for each full-time year of experience in a *related field*.

Initial maximum salary placement is Step 8.

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Quick Guideline for BCGEU Initial Salary Placement

Qualifications (from an accredited institution)

A qualified candidate will receive placement recognition of one (1) step for each credential they hold above the minimum required qualifications, as stated in the job posting, to a maximum of three (3) steps for all credentials

Experience (*after completion of required qualification*)

Teaching experience:

- An equivalent of one (1) step for each year of teaching experience beyond two (2) in an approved university, university-college, college, technical institution, or vocational school or, in the case of high school related instruction in vocational, commercial, remedial and upgrading subjects.
- Teaching non-credit courses is not included

Work experience:

- An equivalent of one (1) step for two (2) years of relevant work experience beyond four (4) in industry or business or related experience
- Credit for related work experience in the assigned discipline shall not pre-date the required certification (e.g. TQ, degree)

Minimum step is Step 11.

Maximum initial placement is Step 6.

New auxiliary employees will be placed at the minimum step for the first thirty calendar days.