

Memorandum

TO: Regional Executive Directors/Superintendent

FROM: Elwin LeRoux, Deputy Minister

DATE: June 12, 2023

RE: **Non-union Compensation Framework Update**

We are pleased to report that the work is progressing well, and we continue to be on track to launch the new compensation framework on August 1, 2023, retroactive to August 2, 2022.

Since the release of the Raise the Bar Report (2018), significant work has been completed to develop a **coherent and consistent** approach to compensation for all non-union positions across the province that would **align** with the objectives of the Nova Scotia Education System. It was important to design a new compensation framework, considering the following principles:

- **Relativity:** Ensuring that jobs across and within regions are appropriately valued based on their complexity
- **Equity:** Grouping similarly valued jobs into the same bands resulting in equal pay for work of equal value
- **Fairness:** Recognizing jobs of higher complexity in higher pay bands
- **Competitiveness:** Comparing rates of pay to government and the external market
- **Career Progression:** Aligning pay to job complexity and incenting upward movement
- **Reporting Relationships:** Ensuring a pay differential between managers and direct reports

Job Evaluation and Developing Pay Bands

The work to evaluate jobs and develop pay bands followed 3 steps.

Step 1 – Job Descriptions

Aligning non-union pay across the education entities requires an understanding of all jobs and their responsibilities. Job descriptions and information collected from HR and managers in each region/CSAP were the basis to understand each job. Further information was gathered, and details validated during follow-up interviews.

Step 2 – Job Evaluation

All jobs (including principals and vice-principals) were evaluated using a systematic process (Hay Method) that measured each job using factors including, know-how, problem solving, accountability and working conditions. During the job evaluation process, points are assigned to each factor which are added together to create an overall point score. Point scores allow similarly valued jobs to be grouped together based on **complexity**.

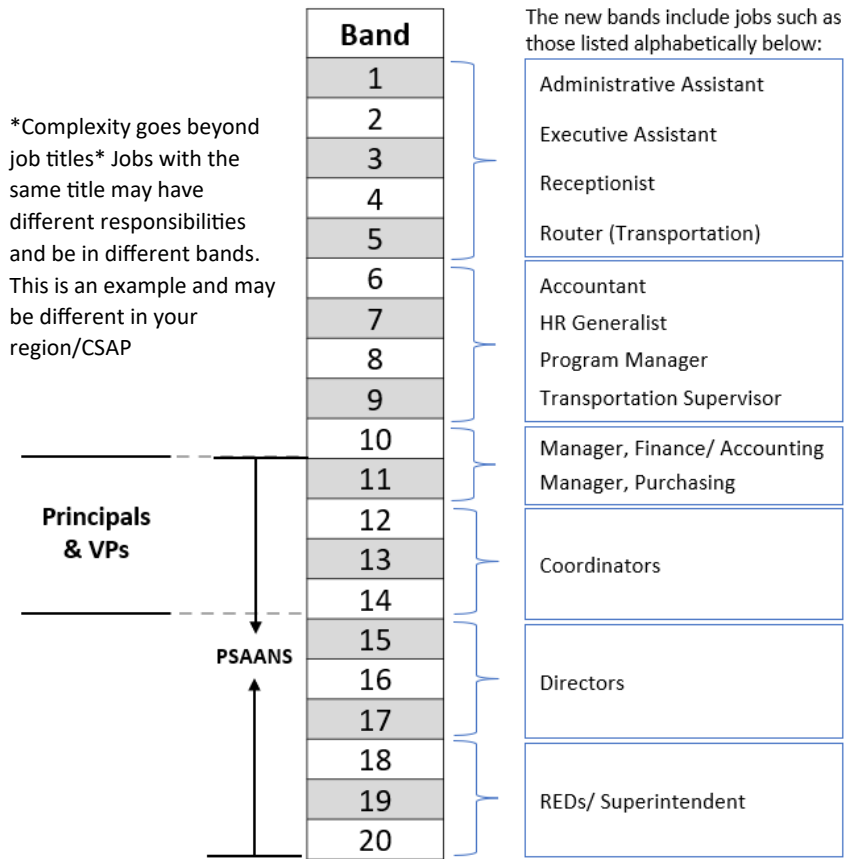
It is important to note the job evaluation focuses solely on the job and not the employee doing the job.

Step 3 – Banding Structure

Jobs with similar point values or complexity are logically grouped together into point bands. This complexity is the foundation for the new compensation framework and ensures equal pay for work of equal value.

The education entities band structure is outlined to the right. As jobs increase in complexity, job evaluations result in higher point values, placing them in higher bands.

More information on the Hay Methodology and job evaluation will be available at: [Compensation Alignment | Education and Early Childhood Development \(ednet.ns.ca\)](#)



Principals and Vice-Principals

Principal and vice-principal jobs at each individual school were evaluated using the Hay Method, like all other non-union jobs. As a reminder, the evaluation is based on the job not the specific principal or vice principal doing the job.

The new approach moves away from the current model where compensation is aligned with teaching license and years of experience. This is a significant change. The new compensation framework includes additional considerations to capture the complexity of jobs.

Vice-Principals are located in Bands 11 and 12

Principals are located in Bands 11 to 14

More information on the approach to principal and vice-principal placement in the banding structure will be available at: [Compensation Alignment | Education and Early Childhood Development \(ednet.ns.ca\)](#)

Transitioning to the New Plan

Employees transition to the new plan based on the job they perform. Their salary will be set within the new pay range at the level closest to but not less than their current salary.

August 1, 2022	2022 Economic Adjustment 1.5% structure adjustment applied to existing pay plans and individual pay
August 2, 2022	Transition Employees placed in the new salary range at the step that is closest to but not less than their current rate on August 1, 2022 <i>*Paid retroactively in August 2023*</i>
August 1, 2023	Increases Apply 3% economic adjustment to new pay structure Apply step increases to eligible staff
August 10, 2023	Pay Date First pay with changes reflected

Any employee that falls below the minimum rate of pay for their job will be transitioned to the minimum of the new pay range.

Any employee with a rate of pay higher than the maximum of the band will be ‘red circled’ meaning their wages will be frozen until the maximum of the pay band catches up to the employee salary or the employee moves to another job with higher pay.

As we transition to this new approach, there will be a new document that will outline the requirements for managing compensation for non-union employees. This document will include base pay, hours of work, and vacation entitlements.

Other Key Dates

- **March to June 2023:** Final compensation framework design, data preparation and validation.
- **June 2023:** Updated webpage and information on the new compensation framework
- **July 2023:** Specific results shared with individual employees.

Website

The purpose of the website is to convey specific, helpful information in order that you can gain knowledge and understand the compensation framework by providing you up-to-date communication as well as helpful products. Information will continue to be added over the coming weeks.

Going Forward

As we move into the summer months and the end of the school year, it is important for all non-union employees to ensure their contact information is updated for individual communications, including your placement within the Band Structure and salary effective August 1, 2023.

We thank you for your continued understanding and patience throughout the project and want to emphasize the valuable contributions you continue to make.