



Policy Name:
Pay Scale Policy

Policy Number: D4

Policy Statement:

SAOC shall use a pay scale formula for all employee increments based on CPI and Evaluation.

Purpose:

To ensure fair and consistent wage increments as allowed by SAOC budgets.

Related Policies

Review Plan: 5 Years

Review Date: January 2020

Ratification Date: October 12, 2010



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Pay Scale Policy

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Procedure:

1. An employee is anyone hired by SAOC.
2. Pay Scale;
 - a) Shall start at the established wage.
 - b) Shall be subject to a three month probationary period where SAOC has the right to review employment at the conclusion of the probationary period.
 - c) Shall be reviewed annually after such time as the probationary period has been completed successfully.
3. Review;
 - a) Shall occur annually
 - b) Will be based on the CPI rate set in January of the year in question
 - c) Will be based on a successful Evaluation as per Evaluation Policy
4. Increase;
 - a) Shall occur with CPI increases to a maximum of 4% annually
 - b) Shall occur with a successful evaluation as per Evaluation Policy to a maximum of 4% annually
 - c) Shall be subject to the budget constraints of SAOC

Related Policies

Review Plan: 5 Years

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