**Employee Remuneration Policy**

The College of Dental Surgeons of Saskatchewan’s Employee remuneration policy is designed to recognize the knowledge, skill and expertise required of our employees as they fulfill their respective roles at CDSS.

It shall be the responsibility of the Management Team to set goals, monitor results and conduct remuneration adjustments, within the HR/Compensation Committee guidelines and the annual payroll budget, as may be appropriate to ensure we retain the services of our employees and remunerate competitively within the marketplace.

**Guiding principles:**

* **Base Pay**

Between 3 and 5 years, CDSS will benchmark base pay to (???between the 50th and) at the 75th percentile within the marketplace. This shall be referred to as the “Job rate”, and with an “achieved” rating in each annual performance review will be effective after the completion of 2 full years of service in the role. Each position will have a salary range (band) that will include:

* **Start rate** which shall be 90% of the Job rate.
* **Interim rate** which shall be 95% of the Job.
* This adjustment to base pay will occur if/when the first annual performance review results in an “achieved” rating.
* **Job rate**, as determined by the above benchmarking.
* This adjustment to base pay will occur if/when the subsequent performance review results in an “achieved” rating
* **Merit max rate**, which shall be 110% of the Job rate.
* Management shall have the ability to recognize consistent superior performance and reward an individual by increasing base pay accordingly, up to the defined Merit Max.

**NOTE:** Annual base pay adjustments between formal benchmarking studies shall be

implemented at?? 70% of the professions annual fee guide percentage increase.

Example: Annual fee guide increase is 5%, then employee increases would be 3.5%.

* **Benefit program**Regular full-time employees working a minimum of 37.5 hours per week are eligible
Note: need to determine the employee paid portion and company paid portion
1. **Vacation entitlement**
	* as per CEO
	* up to 5 days carry over between years, with CEO discretion
	* Pay out of unused time at discretion of CEO
2. **Stat Holiday**
	* New Year’s Day Family Day
	* Good Friday Easter Monday
	* Victoria Day Canada Day
	* Civic Holiday Labour Day
	* National Truth and Reconciliation Day
	* Thanksgiving Remembrance Day
	* Christmas Day Boxing Day
3. **Diversity and inclusion day**
	* 1 day at employee and employer discretion
4. **Overtime**
	* Regular time worked plus time and one half
5. **Pension**
	* Employee contribution: 2% of earnings
	* Employer contribution: 10% of earnings
6. **Sick time**
	* 1.5 days per month to an accumulated total of 119

Unused portion is unpaid at time employment is discontinued

1. **Bereavement**
	* 5 days
	* Immediate family, grandparents, grandchild, in-laws, aunts, uncles and first cousins
	* Additional at CEO discretion
2. **Health and wellbeing** (See providers brochure)
	* Life insurance – self and dependent (see insurers
	* Accidental death and dismemberment
	* Short- and Long-Term disability
	* Extended Health care
	* Dental
	* Health spending account up to $1000
3. **Perquisites (Validation required)**
	* Underground parking?
	* Cell phone?
	* Membership(s)?