

Subject: Salary Upon Commencement
Effective: September 1988
Revised: June 1994; July 1, 2001

1.0 PURPOSE

This policy clarifies the procedure for setting a starting salary within a multiple-step pay range for new or reassigned employees.

2.0 APPLICATION

This policy applies to Part I employees of the Department of Education and Part II employees working in the school districts who are newly hired or who are promoted, demoted or otherwise transferred to a new position.

3.0 DEFINITIONS

New employee means a person who was not employed under Part I, II, III or IV of the Public Service during the last period of employment immediately preceding his/her appointment to the position for which the starting salary is being determined.

Reassigned employee means a person who was employed under Part I, II, III or IV of the Public Service during the last period of employment immediately preceding his/her appointment to a different position for which the starting salary is being determined.

4.0 LEGAL AUTHORITY

[Financial Administration Act](#) – paragraph 6(1)(d)

[Education Act](#) – Section

47.1(1) The superintendent of the school district, subject to subsection (2) and on behalf of and subject to any policies or directives of the District Education Council, shall select, appoint and direct, and may suspend, dismiss or otherwise discipline, such school personnel as are required to operate the schools and the school district office in the school district for which the District Education Council is established.

47.1(2) The superintendent in selecting and appointing school personnel required to operate the school district office shall do so in accordance with a plan of establishment authorized by the Minister.

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47.1(3) School personnel employed in accordance with this section are employed in Part II of the public service of the Province as specified in the First Schedule of the [Public Service Labour Relations Act](#).

47.1(4) The salary scales for all school personnel shall be those established by the Board of Management under the [Financial Administration Act](#).

47.1(5) A District Education Council shall pay as salary to school personnel only those amounts specified in the salary scales established under subsection (4).

5.0 GOALS / PRINCIPLES

- 5.1 Employees of the Department of Education and the public education system deserve a fair, objective and equitable compensation framework.
- 5.2 The Department of Education supports the principle that an employee's salary within a given salary range is commensurate with the employee's training, qualifications and job performance.

6.0 REQUIREMENTS / STANDARDS

- 6.1 A reassigned employee is subject to the normal rules of promotion, transfer or demotion as set out in the applicable collective agreement or non-bargaining pay policies. The starting salary for the employee's new position is to be determined in accordance with those rules.
- 6.2 The starting salary for a new employee is to be based on the employee's training and experience. For example, if the person chosen for a position meets only the minimum training and experience requirements for the job category concerned, that person would be offered a starting salary at the minimum step of the pay range.
- 6.3 Where a new employee has qualifications that exceed the minimum requirements, the Deputy Minister (for Part I) or the superintendent (for Part II) will determine how many pay steps above the minimum salary to set the employee's starting salary (see section 7.1 for the provincial guideline). For Part II employees, a superintendent may, subject to District Education Council policy, offer a starting salary to a new employee that is higher than would be provided for under the provincial guideline when the superintendent is experiencing difficulty attracting qualified candidates or in other extenuating circumstances as deemed necessary for the effective administration of the school district.
- 6.4 Where starting salaries for new employees are determined by a collective agreement, the requirements of the collective agreement shall prevail over the provincial guideline and authorities set out in sections 6.3 and 7.1.

7.0 GUIDELINES / RECOMMENDATIONS

- 7.1** The provincial guideline for assessing the number of additional pay steps to be offered to a new employee, for the purposes of section 6.3, is: one additional pay step for each full year of training and/or experience over and above the minimum classification requirements.
- 7.2** School district personnel who require guidance in determining appropriate starting salaries for new and reassigned employees may contact the Human Resources Branch of the Department of Education for assistance.

8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING

- 8.1** A DEC may make policies identifying criteria and conditions under which a superintendent may offer a new employee a starting salary in excess of the provincial standard.
- 8.2** A DEC may make policies respecting recruiting and hiring processes not inconsistent with the provincial policies, legislation or collective agreements.

9.0 REFERENCES

Part I Collective Bargaining Agreements:

- [Agreement Between Board Of Management And The New Brunswick Public Employees Association Group: Education \(Instructional\)](#)
- [Collective Agreement Between Board Of Management And Canadian Union Of Public Employees Local 1418 Group: Rehabilitation And Therapy And Recreation And Culture Program Officer](#)
- [Agreement Between Board Of Management and the New Brunswick Public Employees Association Group: Secretarial, Stenographic and Typing Clerical And Regulatory Office, Data Processing And Duplicating Equipment Operation](#)
- [Agreement Between Board Of Management And Canadian Union Of Public Employees Local 1190 Group: General Labour And Trades, Part I](#)

Part II Collective Bargaining Agreements:

- [Agreement between Board of Management and The New-Brunswick Council of School District Union, The Canadian Union of Public Employees, Local 1253 Group: General Labour, Trades & Services, Part II](#)
- [Agreement between Board of Management and The Canadian Union of Public Employees, Local 2745](#)
- [Agreement between Board of Management and The New Brunswick Teachers' Federation](#)

Non-Bargaining Personnel Policies – Part II

10.0 CONTACTS FOR ADDITIONAL INFORMATION

Department of Education – Human Resources Branch
(506) 453-2030

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