

**GUIDELINES FOR SUBMISSION OF A COMPENSATION FRAMEWORK
FOR APPROVAL BY EXECUTIVE COUNCIL**

Subsection 6(d) of the Personal Services Contract Regulations made pursuant to the *Public Service Act*, provides:

- 6 These regulations do not apply to any of the following:
- (d) a personal services contract under which the compensation payable to the individual is governed by a compensation framework approved by the Executive Council.

In order for Executive Council to consider applications from government agencies for approval of their compensation frameworks, to allow for an exemption from the Personal Services Contracts Regulations, the following information must be submitted via a Memorandum to Executive Council (See Chapter 3 of Management Manual 100) from the Minister responsible for the government agency:

1. History of the development/evolution of the existing compensation framework;
2. Use of market studies/evaluations by external consultants (if available) / information on comparable positions;
3. Chart containing salary grids (Appendix to the Memorandum);
4. Method of progress through the salary grids
5. Existence and calculation of bonuses or variable pay components tied to performance reviews;
6. Method of making economic adjustments to the salary grids;
7. Specific benefit entitlements for the employees covered by the compensation framework;
8. Any other information relevant to the operation of the framework.

Note: In addition to the chart containing salary grids, items 4, 5, 6 and 7 should also be summarized in an Appendix to the Memorandum (See sample format attached)

Government agencies are encouraged to work cooperatively in drafting their Memorandum to Executive Council with staff of their responsible Minister's department and the Treasury and Policy Board analyst responsible for submissions from their agency .

Further information on the Personal Services Contracts Regulations may be found at www.gov.ns.ca/tpb.

If you require further information in regard to submissions of compensation frameworks for approval, please contact TPB's Jeannine Lagassé at 424-8009 or lagassja@gov.ns.ca.

Sample Appendix to Memorandum to Executive Council

X Corporation Compensation Framework effective January 1,2006

Job Grade	Job Title	Minimum Salary	Maximum Salary
15	Vice President	\$	\$
14	Director	\$	\$
13	Manager	\$	\$
12	Policy Analyst	\$	\$

1. Method of progress through the salary grids
2. Existence and calculation of bonuses or variable pay components tied to performance reviews
3. Method of making economic adjustments to the salary grids
4. Specific benefit entitlements for the employees covered by the compensation framework
5. Any other information of importance to the framework.