

About Executive Assistants' Pay for Performance

Eligibility

Pay for Performance for Executive Assistants follows the eligibility criteria as set out by the MCP Pay for Performance Policy (Chapter 4.4 of the Government of Nova Scotia Management Manuals).

Among other things, staff must have started work on or before October 1, must have worked in the job for at least six months, and must be employed in the job at the end of the performance period.

Assessment Process

Ministers assess performance of Executive Assistants annually. The Premier's Office helps co-ordinate the assessment process. They are assessed against objectives set and achieved, and general job competencies that include things such as technical knowledge, communications ability, interpersonal relations, initiative, and adaptability.

Components of Performance Pay

The total amount of performance pay for Executive Assistants will be some combination of the following:

- for those who have room to move up their salary scale
 - a salary increase
- for those at the top of their salary scale
 - a lump-sum at-risk payment only; they are ineligible for a salary increase

This type of at-risk performance payment has to be re-earned each year.

Protection of Privacy

Government sought formal consent for release of individual performance pay amounts from all executive assistants who received it. This information is normally considered confidential between the employer and the individual staff member. The employer will not be commenting on any individual amount.

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