

RANGE REVIEW

POLICY

Rationale:

- Range reviews are possible for staff if their work changes to ensure their pay reflects their work.

Aims:

- To provide clarity to the process that Education Support staff follow to seek a range review.

Implementation:

- Education Support staff salaries consists of two classification levels: Level 1 and Level 2. Level 1 contains two ranges: Ranges 1 and 2, and Level 2 contains three ranges, Ranges 3, 4 and 5.
- Each Level and Range corresponds to the value of work that is undertaken by the staff member. Work value relates to the [Dimensions of Work](#) descriptors.
- Once a staff member has been appointed to an Education Support position in a school, movement from Education Support Class level 1 to Education Support Class level 2 can only occur as a result of promotion to an advertised vacancy.
- However, the salary range of an Education Support class employee may be reviewed at any time by the principal in the context of any required changes to the work value of a position and the performance of the employee.
- A salary range review may result in movement to either a higher or lower salary range within the employee's classification, or no change to the salary range. The outcome of a range review cannot result in movement to a salary range below the substantive level of an employee, or movement to a higher Classification Level.
- Any Education Support staff member who, once having considered changes to the value of their prescribed work, and after having consulted the Dimensions of Work descriptors seeks a range review, should do so in writing to the principal, detailing how the value of the prescribed work has changed and how that change now relates to a changed remuneration range.
- The principal, once having received the Range Review application, will consider the value of work of the employee in comparison to the Dimensions of Work descriptors, the performance of the staff member, the work required of the employee and any other information that they require to make a reasonable assessment.
- The principal will differentiate between the work required of the employee, and any volunteer duties that the staff member has chosen to undertake, but is not required to do.
- Once having made a determination, the principal will provide a written response to the employee, detailing the results of the decision and the reasoning supporting the decision.
- As with all decisions made by principals, the decision will be made within a reasonable time-line taking into account the other responsibilities of the principal at that time.
- Staff members who wish to appeal the decision may appeal to the Merit Protections Board.
- Following a range review, the salary of the employee will be altered accordingly, but the substantive level of the employee remains unchanged until such time as the employee is promoted to a higher level.
- All documentation relating to a range review process and outcome will be placed in the employee's personal file.

Evaluation:

- To be reviewed when a new Employment Agreement is introduced.

This policy was last ratified by School Council in....

March 2015