

## **SECTION 4**

### **COMPENSATION**

#### **4.01 PAY ADMINISTRATION**

**AUTHORITY:** CIVIL SERVICE ACT/ REGULATIONS  
COLLECTIVE AGREEMENT BETWEEN THE PROVINCE  
OF PRINCE EDWARD ISLAND AND THE UNION OF  
PUBLIC SECTOR EMPLOYEES

**ADMINISTRATION:** PEI PUBLIC SERVICE COMMISSION

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## **1. PURPOSE**

1.01 The purpose of this section is to outline the pay practices of the Civil Service.

## **2. APPLICATION**

2.01 Policies and information in this section apply to all those administering or receiving pay through the Civil Service payrolls.

## **3. POLICY**

### **3.01 Pay periods**

- a) Employees are paid biweekly. The pay period runs from Sunday to Saturday. Payroll is processed after the pay period ends so employees are paid approximately two weeks in arrears and receive their pay on Thursday of the pay week.

### **3.02 Payroll Responsibilities**

- a) Employee: The employee identifies the account to which their direct deposit is to be directed, their current address, TD1 information, and where applicable gives authorization for the deduction of optional benefits or deductions. The employee is also responsible to provide name and other changes to ensure the continued accuracy of their payroll record.

Employees should review their pay advice regularly.

- b) Department: The department provides authorization for any payment made to the employee and for employee leave requests. Departments ensure time worked reports and leave requests are presented in a timely manner and are authorized in accordance with policy.
- c) P.E.I. Public Service Commission:
  - i. Human Resource and Payroll teams assigned to the department ensure proper input into the HRMS/Payroll system and verify such information is accurate.

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- ii. Responsible for processing the biweekly payroll, reporting and submitting payments for deductions, for system administration, interfaces and the maintenance of tables.
- iii. Responsible for authorizing changes to an employee's pay rate and for the maintenance of the payroll system.
- iv. For further information regarding payroll processing contact your departmental payroll/ HR resource.

### 3.03 Pay Deduction

There are basically two types of deductions, compulsory and optional.

- a) Compulsory for all employees - Deductions include:

- CPP
- EI
- Income Tax

*Contact Canada Revenue Agency for further details.*

For eligible employees:  
Pension - *See Benefits Administration Section*  
Group Life  
Long-Term Disability

- b) Optional Deductions include:
  - Health and Dental Insurance
  - Additional Insurance Coverage
  - United Way
  - Health Partners
  - Health Club Deduction
  - Staff Funds

### 3.04 Allowances

The Collective Agreement provides for several types of allowances to be paid to those employees who qualify.

- a) Designated Employee Transportation Conditions Allowance (Article 11.05)

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- b) Tool Allowance (Article 11.06)
- c) Designated Child Protection Worker Allowance (11.08)
- d) Protective Clothing and Equipment (Article 20)
- (e) Low Distance Drivers Allowance (Article 34.05)

### 3.05 Provisional Pay Rates

Employees appointed on a provisional basis shall be paid a pay rate that is ninety (90) percent or more of the minimum step of the classification.  
(Article 11.02)

### 3.06 Increment Increases

- a) Employees shall receive an increment increase to the next step in the pay range once they have completed 1950 or 2080 hours of work or paid leave depending on the hours of work code and have not reached the maximum rate of pay for the pay range.
- b) Additional information regarding eligibility for an increment increase upon promotion or while on maternity or parental leave are as outlined in Article 12 of the Collective Agreement.
- c) Information on withholding increments is contained in Article 27.10.

### 3.07 Promotions or Reclassifications

Compensation information on promotion by competition or reclassification is found in Article 14 of the Collective Agreement and in Section 26 of the Civil Service Act.

### 3.08 Pay Rates for Relief and Temporary Employees (Article 11.03)

- a) The work to be assigned to temporary and relief employees must be reviewed by the Classification Division to determine the correct classification level of the work. Further information on this subject is available from Article 11.03 and 11.04 of the Collective Agreement.

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If a classification for a temporary position is unknown, a description of the position must be forwarded to the Staffing, Classification and Organization Development Division of the P.E.I. Public Service Commission before an offer of employment is made.

- b) Provisions for determining the hiring rate for temporary and relief employees is outlined below. These directions are:
- i) Employees whose tasks match those of a classified position and who possess the necessary qualifications of the position will be hired at the first step of the pay range of the equivalent classification.
  - ii) Hiring rates beyond the first step may be paid only in exceptional circumstances where:
    - X The department determines that a higher step is required to recruit a qualified candidate; or
    - X The employee was employed in a higher step in the same classification during the immediately preceding 12 month period.
  - iii) Where it is determined that a pay rate beyond the first step of a classification is necessary to recruit a qualified applicant, departments are asked to consult with a Staffing Consultant with the PSC prior to making an offer.

### 3.09 Rates of Pay for Temporary Assignments and Acting Appointments

Rates for employees successful in attaining a Temporary Assignment or Acting Appointment shall be as per Article 17 of the Collective Agreement.