

**DIOCESE OF EVO**  
**ANGLICAN COMMUNION**  
**EVO DIOCESAN SCHOOLS**  
**REMUNERATION POLICY**

**1. INTRODUCTION**

**1.1 Scope and approval**

This Remuneration Policy provides the framework for the remuneration of the members of staff of Evo Diocesan Schools.

This Policy has been prepared by the Human Resource Committee and approved by the Education Board. The Human Resource Committee and schools shall review the appropriateness of the Policy at least annually.

**1.2 Purpose**

The remuneration in Evo Schools are designed to attract and retain to the schools persons that possess relevant skills, knowledge and experience to oversee the schools' achievement of its performance and strategy goals with emphasis on long-term value creation. The structure of the total remuneration aligns with the employee's contribution. Remuneration is based on predetermined and measurable performance and result criteria. No staff who contributes little or nothing to the next level.

**2.0 DEVIATION FROM THE POLICY** overall progress of the schools will be moved automatically to the

There is no right to deviate or derogate from this Policy.

A revised Policy will be presented if approved by the Education Board.

**3.0 ENTRY POINTS ADJUSTMENTS**

- a) Candidates with longer relevant experience for a position applied for and are considered good assets but cannot be engaged at a higher job level may be considered for entry point based on the following factors: i. Direct relevance of experience to job/position. ii. Knowledge and demonstrated management abilities (during interview). iii. Assessed capacity to hold higher responsibility – can move into higher jobs within 2-4years.
- b) For entries at Levels 1 – 3 salary grades: i. For every year above the required relevant entry experience, salary to be adjusted by 0.0250 (2.50%) of the minimum of the salary grade ii. Adjustment will be to a maximum of the 1st quartile of the salary grade (Step 3)
- c) For entries at Levels 4 – 6 i. For every year more than required relevant entry experience, salary to be adjusted by 0.0225 (2.25%) of the minimum of the salary grade. ii. Adjustment will be to a maximum of the 1st quartile of the salary grade. d. For entries at Levels 7 -9 i. For every year more than required relevant entry experience, salary to be adjusted by 0.020(2.00%) of the minimum of the salary grade range. ii. Allowed adjustment to a maximum up to the 1st quartile of salary grade.
- d) For entries at Levels 7 -9 (i) For every year more than required relevant entry experience, salary to be adjusted by 0.020(2.00%) of the minimum of the salary grade range. (ii) Allowed adjustment to a maximum up to the 1st quartile of salary grade.

#### **4.0 HIGHER QUALIFICATIONS ADJUSTMENT**

- a) Entry can be adjusted to first quartile or midpoint of salary range based on qualification, age and relevance of experience.
- b) Any further higher qualification in the teaching profession or other relevant professional qualifications may be considered as higher qualification.
- c) Professional qualifications in addition to higher degree will help reduce years of relevant experience required as follows: (i) For a Masters degree in relevant field, reduction by 1 years. (ii) For a doctorate degree in relevant field, reduction by 3 years. If field is not relevant, reduction by 2 years (iii) Professional qualifications, reduction by 1 year in addition.

#### **5.0 SALARY STRUCTURE AND GRADES**

Our salary structure has been designed through the use of logical mathematical techniques, which are long recognized as sound in the field of salary administration. There is equity/parity between the ranges from the minimum to the maximum.

Our salary structures contain a number of salary ranges that are represented by a minimum and maximum naira amount. The minimum of the salary range is the least amount we will pay an individual who is qualified for a position slotted in this range. The maximum of the range is the top salary an individual can receive regardless of level of performance. The midpoint of the salary range usually represents a competitive salary level for a fully experienced and qualified individual who can perform all aspects of the position.

Progressions through the salary structure will usually, but not necessarily, occur in conjunction with the performance appraisal. All salary adjustments are based on the salary structure and percentage increase guidelines in place at the time of the change.

##### **5.1 Updating the Salary Structure**

The salary structure is reviewed periodically as deemed necessary by management through a comparison of the benchmark jobs we use for market analysis. The Human Resources Manager is responsible for recommending the nature and amount of any salary structure adjustment based on employment market conditions and salary inflation. The Human Resources Manager will propose the final rate for any salary structure changes, with approval by the Education Board.

##### **5.2 Hiring Starting Salary**

The starting salary for an employee at Evo schools is based on similar work experience and internal rates for comparable positions within the schools. A newly hired individual with adequate experience will normally have a starting salary in the lower quarter of the range. An employee with several years of similar work experience would usually start somewhere around the midpoint. A starting salary in the upper quarter is for expansive depth and breadth of experience and should be negotiated with the Human Resources Manager.

##### **5.3 Merit Adjustment (Type 1)**

Evo schools subscribes to a merit system for salary increases that are based upon individual performance and overall contribution to the schools. Merit increases are designed to recognize individual contributions to the schools taking labour market trends, economic conditions and the financial position of the schools into account. These guidelines are reviewed annually to ensure a competitive posture.

A Principal should counsel an employee that reaches the 90th percentile of his/her salary range as to the future direction of the individual's career. (The individual should be advised that increases over the maximum of the range would be given only on an exception basis).

An individual in the corrective action process is generally ineligible for a merit increase. The salary increase review cycle will be extended based on the length of time an individual has this status. Salary action may also be deferred by the length of time an employee is away from work on a leave of absence for more than 12 weeks.

#### **5.4 Promotional Adjustment (Type 2)**

A promotion is the advancement of an individual to a position in a higher salary range based on performance, qualifications and a significant change in work content.

When a salary increase is given with a promotion, the promoted individual will be generally brought to at least the minimum of the new salary range. \* If the promotion occurs at the same time as eligibility for a merit increase, a promotional increase may be given in addition to the merit adjustment. The adjustment should consider the increase in responsibilities, position in the range, and rates paid others for similar work. All promotions should have the approval of the Education Board Chairman.

#### **5.5 Job Reclassification Adjustment (Type 3)**

A reclassification of an individual to a lower salary range may be made at the school's request because of a decrease in performance, the employee's request, or due to business requirements. The Principal will consult with the Human Resources Manager and determine the rate of pay, considering the individual's qualifications and the current average rate paid for the new position. This adjustment must have the approval of the Education Board Chairman.

#### **5.6 Interim Adjustment (Type 4)**

Interim adjustments reward exceptional performance or adjust a salary level that is not competitive due to internal or external factors. The Chairman must approve this adjustment exception.

\* Movement for individual contributors to a supervisory position may be considered a lateral promotion within the same salary range.

### **6.0 ADDITIONAL PAYMENT FOR MATHEMATICS, ENGLISH, CHEMISTRY, PHYSICS, BIOLOGY TEACHERS:**

Under challenging situations - such as an urgent need for recruitment to fill a vacant position, and where well qualified hands are identified, Mathematics, English, Chemistry, Physics and Biology teachers will be paid between 4,000 to 6,000 naira in addition to their approved salary scale.

#### **6.1 SALARY FOR ACCOUNT OFFICER 1:**

Account Officer 1 (who heads the accounts department) shall be placed in same salary scale with their Academic Staff counterpart(s) with similar qualification in all Evo Schools. This is due to their volume of work, which calls for extra working hours while school is in session and availability during holiday periods, when several other staff go on break.