



POLICY STANDARD 15

REMUNERATION

POLICY:

Pablo's has a robust and easily understood policy for determining remuneration for staff that enables it to meet its obligations as a good employer and takes into account its current and future financial situation.

PRINCIPLES:

The remuneration review process will take place during February every year and any adjustments will be backdated and paid from the 1 January the same year.

Salary scales should be reviewed every year based on best relevant market data available. This may lead to an increase in the scales or they may remain the same depending on the information available.

Remuneration increases for staff are based on performance. That is staff will only receive an increase if they are performing their role in accordance with their role description as determined by the Director.

Progression through the divisions in salary scales (entry, competent and advanced) are based on meeting the criteria set out below.

The Directors performance and therefore their potential remuneration increase are determined by the Management Committee.

Staff performance is determined by the Director conducting a performance review with staff each year.

Pablo's may pay one off bonuses to any or all staff depending on the financial position of the organisation and the performance of the staff.

Where salary scales are increased as part of the remuneration process, a staff member will automatically receive (providing there are no outstanding performance issues) the resultant increase. A movement up the salary scale is determined on the basis of merit and performance.

Affordability of an increase in total remuneration will always be a major consideration for the Committee.

Pablo's will endeavour to pay its staff a fair remuneration for their position taking into account other relevant employers in the not for profit sector.

PERFORMANCE REVIEWS

All staff should have a professional development plan (PDP) agreed with the Director in annually with a 6-monthly review (Directors plan is agreed with the Chair).

REMUNERATION REVIEWS:

Salaries are reviewed annually for the 1 July to 30 June year.

In reviewing salaries, factors taken into consideration by the Management Committee include:

(a) the ability of the Pablo's to pay

(b) performance of the individual in their

(c) relativities within Pablo's

(d) market rates in the not for profit sector so far as they are relevant

SALARY SCALES:

Available to staff upon request.

REMUNERATION ASSESSMENT CRITERIA FOR ART TUTORS

Assessment criteria for entry

- Minimum 2 years relevant experience
- Able to demonstrate a good understanding of creative spaces issues and supporting and encouraging individuals in that environment

SPECIFIC REQUIREMENTS TO MOVE UP A LEVEL

- Professional training
- Pablo's core training

Assessment criteria for Competent

- Completed recognised professional training in a teaching and/or art/art related field at a University or technical institute to diploma, bachelor, masters or PhD level
- Minimum 4 years of relevant experience
- Able to demonstrate high level of understanding of creative spaces issues and supporting and encouraging individuals in that environment
- Completed basic core training requirements or equivalent
- Able to demonstrate a high level of competence in working with individuals on development plans and on-going review and progression of plans (tutors)
- Able to demonstrate a high level of skill in working with minority and fringe groups and empowering people to make their own choices
- Able to demonstrate understanding and use of artist orientation processes and relevant Pablo's policies
- Contributes to the capacities and cohesiveness of the staff team.
- Maintain an up-to-date knowledge of the field
- Input into the Quality improvements of the service
- demonstrate understanding of primary funding contracts/requirements and contribute to strategic objective

SPECIFIC REQUIREMENTS TO MOVE UP A LEVEL

- Post-graduate qualification at recognised institution that is of benefit to the organisation

Assessment criteria for Advanced

- as above PLUS elements that support the wider development and promotion of the organisation.
- Minimum 9 years relevant experience
- able to demonstrate leadership with peers
- specialist interventions, high level competence in development plans
- demonstrated consistent level of involvement and initiative in monitoring and improving quality and impacting on strategic direction of the organisation.
- demonstrate success with networking and enhancing relationships with the wider arts, mental health and Wellington community that promote and strengthen the work of Pablo's
- demonstrate high level of initiate and role modelling
- undertake sole responsibility for major tasks

Assessment criteria for Merit Steps

Merit Steps reflect a high level of competency and increased responsibilities. Additional responsibilities may include management, supervisory, quality control, sole responsibility type responsibilities either on a regular and on-going basis or for a time specific period.

- Budget development and responsibility
- Staff management - Performance reviews, hiring, management
- Oversees design and implementation of new programmes
- Able to implement quality improvement programmes

REMUNERATION ASSESSMENT CRITERIA FOR SENIOR TUTOR

The Position of Senior Tutor has been established help lead the Tutor Team at Pablo's and help in the leadership of Pablo's along with the Director. This position has two steps which follow on from the top of the Tutors Salary Scale. There will be only one Senior Tutor at any time and this will be determined by the Director and Management Committee. Progression to the top step of the Senior Tutor scale will be on merit and performance.

REMUNERATION ASSESSMENT CRITERIA FOR ADMINISTRATOR

Progression through the salary scale will be on merit and performance as determined by the Director.

REMUNERATION ASSESSMENT CRITERIA FOR DIRECTOR

Progression through the salary scale will be on merit and performance as determined by the Management Committee.

SUPPORTING DOCUMENTS:

- ◆ Professional Development Plan (PDP)
- ◆ PDP Review