

THE NAVIGATOR

A Publication for Members of Health Association Nova Scotia

Continuing Care and DSP Management /Non-Union Compensation Review Project Completed

Further advancing management compensation frameworks in the continuing care and Disability Support Program (DSP) sectors

The Health Association’s Compensation Design and Analysis group has concluded a significant project aimed at further advancing management compensation frameworks in the continuing care and Disability Support Program (DSP) sectors. The outcomes of this major initiative include the development of a Job Family Model and supporting tools for HAY evaluations.

The Management/Non-Union Compensation Review Project was funded through the Health Association Innovation Fund. The Continuing Care Management project was co-sponsored by Mary Lee (President/CEO, HANS) and Annette Fougere (Chair, Continuing Care Council); and the DSP Management project was

co-sponsored by Mary Lee (President/ CEO, HANS) and Millie Colbourne (Chair, ARC/RRC Association). Building on work initially undertaken in 2013 to develop Management/Excluded Compensation Frameworks for long term care, home care and Disability Support Program groups, the goal was to create job classification tools that will aid in the determination of appropriate salary levels for similar roles with comparable levels of responsibility. Ultimately, the development of this work will support the achievement of consistent compensation practices across the broader health sector.

Advisory committees, comprised of sector representatives, were established to review and validate all the work, ensuring the model accurately reflects each sector.

Membership on the Continuing Care Advisory Committee included Claire

Westhaver, Northwood; Lorna Blair, VON; Debra Boudreau, Tideview Terrace; and Dion Mouland, Ocean View.

Members of the DSP Advisory Committee were Millie Colbourne, ARC/RRC Association; Kevin Walker, Yarmouth Association for Community Residential Options; Michael Walsh, CCANS; Jeff Teasdale, Directions Council for Voc Services Society; and Sheila Landry, Public Service Commission (representing DCS).

HANS staff leading the project were Tina Sanford, Project Manager; Isabel MacDonald, Project Lead; and Paula Judge, Compensation Specialist.

In total, 884 job summaries were reviewed, informing the creation of 8 Job Families and level descriptors for each sector.

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Paula Judge Earns CMS Designation

Congratulations to Paula Judge, HANS Compensation Specialist, on earning her Compensation Management Specialist (CMS) designation through the International Foundation of Employee Benefits Plans. The IFEBP is a non-profit organization, dedicated to providing the diverse employee benefits community with objective, solution-oriented education, research and information.

To gain the CMS designation, Paula successfully completed the requirements/exams for the following three courses:

- CMS 1 - Compensation Concepts and Principles*
- CMS 2 - Executive Compensation Management
- CMS 3 - Human Resource Management

Well done Paula! Your hard work and dedication have culminated in these successful results.



Helen Marsh Reappointed as Board Chair

Will serve a second, two-year term as Chair of the Health Association's Board of Directors

Health Association Nova Scotia is pleased to announce that Helen Marsh has been appointed to serve a second, two-year term as Chair of the Health Association's Board of Directors. The appointment was approved at the December Board of Directors meeting. As set out in the HANS Bylaws, the Board is responsible for appointing the officers of the Association every second year.

Helen is CEO of New Waterford Home Care Service Society, Co-Chair of the HANS Home Care Network, and is the Network's representative on the HANS Board. She's also served on the Continuing Care Council and a number of continuing care sector working groups.

"I am delighted to serve a second term in the position of HANS Board Chair," says Helen Marsh. "As a membership-based organization, the Health Association acts in the best interests of its customers. The highly committed staff strives for excellence in shared service delivery with the aim of helping customers achieve their goals while reducing overall costs. HANS also plays an important role in bringing its continuing care and ARC/RRC members together to discuss common issues, share information and effectively respond with one voice to system-wide issues. I look forward to continuing my role as Chair and working with my fellow directors and HANS senior leadership to advance our strategic priorities and ensure we achieve our principal mandate – provide expertise, services and support our customers can count on."



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Continuing Care and DSP Management / Non-Union Compensation Review Project Completed cont'd

A job family describes a number of different roles which are engaged in similar work. A job family model considers how many levels of that type of work there are and describes them in a way which clearly differentiates the levels.

“Additional funding to support implementation is outside of scope of this project; however, the Job Family Framework positions us well for the future,” says Tina Sanford, Project Manager. “Administrators will now have a comprehensive, transparent and easier to understand job evaluation tool. In addition, HANS Compensation Staff will have more complete information to better assist administrators in identifying resolutions to compensation concerns and the job evaluation will be a quicker and more cost effectiveness process.”

“Administrators will now have a comprehensive, transparent and easier to understand job evaluation tool.”

Tina Sanford
Project Manager, Labour Relations & Compensation Analysis

Sector communications regarding the completion of this project began in late November 2017 and Job Family Level descriptors have been provided to administrators of participating organizations.

A range of Compensation Analysis Guides and Tools are also available at www.healthassociation.ns.ca, this includes the Position Review Request Form for Continuing Care and the Disability Support Program.

Organizations who participated in the review project will receive a reduced rate of \$200 up until December 31, 2018.

To learn more about this project or to request a job review, please contact: Tina Sanford, Manager Compensation Design and Analysis Services, at 902-832-8521 or tina.sanford@healthassociation.ns.ca or Paula Judge, Compensation Specialist, at 902-832-8512 or patricia.judge@healthassociation.ns.ca.

HANS Named a Top Employer for 2018

HANS has been selected as one of Atlantic Canada's Top Employers for 2018.

This year's winners were announced January 3, 2018 by Mediacorp and were named in Atlantic Business Magazine's January 2018 issue.

This designation recognizes the employers in Canada's four Atlantic provinces that lead their industries in offering exceptional places to work. Employers are evaluated by the editors of Canada's Top 100 Employers using the same eight criteria as the national competition: (1) Physical Workplace; (2) Work Atmosphere & Social; (3) Health,

Financial & Family Benefits; (4) Vacation & Time Off; (5) Employee Communications; (6) Performance Management; (7) Training & Skills Development; and (8) Community Involvement. Employers are compared to other organizations in their field to determine which offers the most progressive and forward-thinking programs.

This is the fifth year in a row that we've been named among the winners of this national competition. Some of the reasons why we were chosen to receive this designation again this year are:

- The maternity and parental leave top-up payments provided to new

mothers and fathers, including adoptive parents (to 93% of salary for 15 weeks).

- Support of ongoing employee development with tuition subsidies for courses taken at outside institutions (to \$1,250).
- Our vacation entitlements -- 4 weeks of starting vacation allowance to start, with long-serving employees working to a maximum of 6 weeks over their careers.

More details can be found on the competition homepage <http://www.canadastop100.com/atlantic>

Upcoming Events



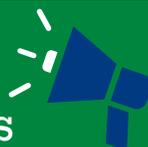
Thursday, March 1, 2018

Nova Scotia Department of Labour and Advanced Education Occupational Health and Safety Engagement Symposium - Port Hawkesbury

Tuesday, March 6, 2018

Nova Scotia Department of Labour and Advanced Education Occupational Health and Safety Engagement Symposium - Halifax

Member News Items



- [Northwood Named a Top Employer in Atlantic Canada](#)
- [NSHA - Understanding the Process of Aging: 20+ year study sheds light on how Canadians are aging](#)
- Leadership Training at Tideview Terrace, April 12&13, 2018 - This is a Two Day Workshop based on Nancy Fox's second book Person-Centered Leadership: Elevating the Art. Contact Kathleen Burnett at 905-736-0084 or email: edencan@cogeco.net to request a registration form

Mark Your Calendars!

Regional Education and an Annual Conference in 2018

The Association's Labour Relations & Compensation Analysis Service will again be offering Regional Education and an Annual Conference in 2018.

The regional education will be held in three different locations across the province in May: May 16, 2018 (Old Orchard Inn, Greenwich, NS); May 17, 2018 (Best Western, Dartmouth, NS); and May 24, 2018 (Membertou Trade & Convention Centre, Membertou, NS).

Anticipated topics include:

- Legislative updates and recent cases
- Understanding "Past Practice" and what it really means for employers?
- From here to gone – a practical look at managing absenteeism
- Mitigating factors – Why don't Arbitrators uphold discipline?
- Change the Conversation! – Improving your Labour-Management Relationship, presented by Conciliation and Mediation Services (CMS)

Our annual conference will be held November 8, 2018, at the Best Western, Dartmouth, NS.

Anticipated topics include:

- Sexual Harassment
- Cyber Bullying – Implications of online activities in the workplace
- Violence in the Workplace

*Registration materials and times for both the regional education and the annual conference will be sent out closer to the dates.