

**Regina Community Clinic  
Board of Directors  
Policies and Procedures**

**Policy:** Human Resources  
Human Resources Framework  
(Compensation & Benefit Philosophy)

**Policy #** HR-001

**Approved by:**  
**Date:**

Board of Directors  
May 28, 2025

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**Policy: Human Resources Framework (Compensation & Benefit Philosophy)**

**Scope:** The Human Resources Committee is responsible for ensuring that The Regina Community Clinic has a strong people and culture focus, including a total compensation offering (wages, working conditions, and benefits) that helps with recruitment and retention.

**Purpose:** The purpose of this policy is to provide a guiding framework for RCC Management to make total compensation decisions, within a unionized structure and a limited role in physician compensation, that positively affect recruitment and retention of all human resources at RCC.

Management decisions and policies must align with the By-laws of RCC and be in accordance with the required legislated standards, any union or other employee agreements while following best practices as may be determined from time to time, and within available resources.

**Procedure:**

**Compensation**

RCC will establish fair and equitable **total compensation plans** (wages, working conditions, and benefits) and practices in accordance with good employment practices, and union agreements while respecting the financial situation of RCC. This may include comparison with other employers (non-profits, other co-operatives, and small employers) to assess appropriate position and wage levels from time to time. A wage scale will be developed to reflect the various levels of jobs within and adjusted to employment market conditions over time to remain competitive for any positions that are not part of a contract. Wage administration practices will be fair and equitable. RCC will review wage scales on a regular basis and make equitable adjustments within the financial resources of the RCC. RCC will accept monetary rates established by the larger health care unions (CUPE, HSAS, SUN). Currently, RCC is funded for 95% of provincial SAHO wage scales.

**Position Descriptions**

RCC will ensure recruitment and hiring practices are open, thorough, and fair, and based on seniority/CBA requirements and merit (primarily for out-of-scope positions). RCC will strive for fairness, diversity and equity in its employment practices. All employees will have job descriptions, which will be current for each job and reviewed and updated on a regular basis for accuracy to meet work demands. The descriptions will include the positive behavioral characteristics expected for the various duties. Position descriptions will form part of the process to review regular performance development for planning of work, training requirements, and guidance of employees in accomplishing their work goals.



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### **Hours of Work**

Work hours and office schedules are used to effectively meet client and public requirements of maintaining an open office from 8:30 a.m. to 5:30 p.m. Monday to Friday. Management reserves the right to change the opening hours of the Clinic if circumstances require.

### **Benefits**

RCC will ensure a program of robust benefits that support and protects its employees. This will be done under relevant agreements and subject to financial considerations.

<b>Approval/Implementation/Evaluation Process</b>	
Date Approved:	May 28, 2025
Approved by:	Board of Directors
Who & Date Reviewed:	Human Resources Committee, March 25, 2025
If revised, indicated the policy cancelled or suspended:	Article VI-1
Distribution:	
Monitor Date:	
Type of Monitoring:	
Director Responsible:	