



## OASIS NFPay Compensation Survey

### Questions and Answers

**Question:**

Are we able to save and go back as we work through the survey?

**Answer:**

Yes, there is a link to leave the survey and save it. You will be sent a link by email to return to the survey.

**Question:**

If you have 600 employees, does that mean you have 600 lines of data input?

**Answer:**

Yes.

**Question:**

What if the service providers are not employees? (i.e. contract)

**Answer:**

The compensation survey is meant for employees, not contracted services.

**Question:**

Should we include 3rd party agency employees?

**Answer:**

No. Please only include your employees.

**Question:**

Do we include unionized and non-unionized in our totals?

**Answer:**

Yes. As we move forward with this (year over year) we can get more granular, but for now, include both.



**Question:**

What is the difference between Overall Non-Unionized and Non-Unionized Staff?

**Answer:**

The difference is that Executive, Management and Non-Unionized are three categories, but they're rolled up into "overall non-unionized staff".

**Question:**

Should we include employees who are on an extended leave of absence?

**Answer:**

Yes.

**Question:**

Should we include vacant positions that we are currently recruiting for?

**Answer:**

No. Until the vacancy is filled, there is no employee.

**Question:**

How would we capture casual staff with no set hours?

**Answer:**

We recommend not including them. However, if you're able to "annualize" the position, then that would provide you with a comparator for that employee (from a wage perspective).

**Question:**

Should "contract" workers be included and if so, how should they be classified? Should they be included if they are paid through payroll and not if through AP?

**Answer:**

Please indicate "Contractor" for applicable roles within Employee Type column "N". Please include if they are paid via payroll or AP.



**Question:**

Remote worker – many staff work hybrid currently. We have not determined all the rules around this piece yet in our organization. What should we put there?

**Answer:**

If a staff member is a hybrid worker, Please Choose “N.”

**Question:** How do we report job(s) that don’t align with any of the job families provided? For example, we have “camp counsellors” or “centralized schedulers”. Should we just choose what we think is most fitting or exclude?

**Answer:**

For any job(s) that are not reasonably matched to the job library, please leave the job level and family columns blank and provide a summary of the job description in the comment’s column. Any unmatched roles may lead to new job families included in the final report if there are similar unmatched roles within the collected survey submissions (a minimum amount of data is required to ensure that it adheres to our methodology).

**Question:**

We call our leads Managers, but others call them supervisors. What is the difference according to this survey?

**Answer:**

Use the title you use, but then match them to the role in the "job family". This will harmonize positions across organizations.

**Question:**

Our organization has more than DS programming. Should we report CEO, Finance etc. totals although they are also supporting other types of programming such as Autism, Mental Health etc.

**Answer:**

Yes. Please include all staff in your survey submission. In the job template, there is an ability to categorize each job. For those that support the entire organization, choose a higher-level category (e.g. social services) that fits.





**Question:**

How should we be addressing Passport services?

**Answer:**

In the job template add the employee title and then pick the corresponding job family that matches this. If the role is more administrative (e.g., processing passport payments/applications then choose an administrative category from the job family, if it's more service delivery then choose an appropriate category for that).

**Question:**

Are stipends reported to be same as salary wage increase?

**Answer:**

Yes.

**Question:**

When calculating the planned base increase, do you divide the increase by the agency's total salary amount? For example: ED's wage planned increase would be divided by the total agency salary?

**Answer:**

Yes.

**Question:**

What does Variable pay mean?

**Answer:**

Variable Pay includes all monetary compensation beyond the base salary or base annualized hourly rate (Variable Target indicates the maximum target goal an individual can earn each year; Variable Payout indicates the actual paid total of the previous year.)



**Question:**

If we have 15 jobs on our pay scale, do we enter all 15 jobs even though some only have 1 employee in the job?

**Answer:**

The template is at an employee level (one employee per line), not at the job level. So, if there are 15 employees in one job, there would be 15 lines for that job. Conversely, if there is only one employee in a job, then it would be one line.

**Question:**

If we have one employee in two positions, do we put them down for each position as they work part-time in two different positions?

**Answer:**

We would recommend that you “annualize” the two positions. (we’re getting at a comparable of wage)

**Question:**

If we have staff that only work 120 hours in a 4-week period, do we include them?

**Answer:**

You may choose to annualize this position, but, if this is more of a “one off”, then it sounds like they’re more like a contractor – so, we’d recommend leaving them off.