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**TO:** Exempt Staff

**FROM:** Barb Daigle, Associate Vice-President, Human Resources

**DATE:** January 20, 2011

**SUBJECT: 2011 Exempt Salary Review and Changes to Benefits**

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We are pleased to provide a summary of the changes to compensation and benefits for exempt staff approved by the Board of Governors on December 15, 2010. These changes continue to support our strategy of maintaining market-based competitiveness, recruitment and retention, and financial sustainability. This memo summarizes and provides an explanation of the changes that will be effective March 1, 2011.

### **General and Individual Market Adjustments**

A general market adjustment of 2% will be applied to current base salaries, to the maximum of the new salary ranges, effective March 1, 2011.

Individuals whose current salary is below the market midpoint of their range or below the 50<sup>th</sup> percentile market rate for their position may be provided with an individual adjustment in addition to the general market adjustment. These adjustments ensure progress towards the market rate for positions based on individual job growth.

Decisions on individual adjustments will be finalized in consultation with unit leaders in the next few weeks.

In March 2011, all exempt staff will receive an individual letter confirming market adjustments to their salary.

### **Position Reviews**

Exempt staff and/or their supervisor may request that a position be reviewed as part of the annual review process. This should normally happen only when there has been significant job growth or changes in the responsibilities of a position. The review process will determine if a position is placed in the appropriate family and phase based on the new accountabilities of the position. This process is only used to review the level of accountability a position requires, not the individual in the position. Position review forms can be accessed on the Human Resource's website at <http://www.usask.ca/hrd/employees/compensation.php>. **The deadline for position review submissions is May 2, 2011.**

The Exempt Salary Review Committee will meet to review and finalize recommendations for any position review submissions.

### **Merit Awards**

The approved pool of money available for merit awards is 2% of exempt payroll for base merit awards and 1% of exempt payroll for performance bonus awards. **The deadline for merit is May 2, 2011.** Information on this deadline has been communicated to unit leaders.

The Exempt Salary Review Committee will meet to review and finalize recommendations for base merit adjustments and one-time performance bonus payments.

Merit awards will appear on June pay retroactive to March 1, 2011. In June 2011, all exempt employees who are approved for a merit award will receive an individual letter confirming any adjustment to salary or bonus payments they will be receiving.

*Note: The Annual Performance Feedback process may inform thinking about merit decisions. Please keep in mind that performance feedback is a forward-looking process — its purpose is developmental. Merit rewards the past year's performance for employees based on the guidelines outlined in the merit guidelines at <http://www.usask.ca/hrd/employees/compensation.php>. Details regarding the performance feedback process can be found at [http://www.usask.ca/hrd/manager/perf\\_feedback.php](http://www.usask.ca/hrd/manager/perf_feedback.php).*

### **Salary Range Increases**

The Board has approved a 5% increase to all exempt salary ranges. This increase is based on the university's long-term compensation strategy and is reflective of the national market data.

The new salary ranges for each family/ phase can be accessed through the Human Resources website at <http://www.usask.ca/hrd/employees/compensation.php>.

### **Pension Plan Changes**

The \$130,000 internal salary cap for the Academic Money Purchase Plan has been removed to allow for contribution limits to be reflective of tax rule thresholds.

### **Professional Allowance Changes**

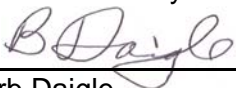
To support professional development the Board has also approved the following increase in yearly professional allowances for targeted families and phases:

- Administrative family phases 1 and 2 increase from \$500 to \$1,000
- Administrative family phase 3 and specialist professional family phase 1 and 2 increase from \$1,000 to \$1,500
- Specialist professional family phase 3 increase from \$1,500 to \$2,000

A revised table with the new amounts can be found on page 7 of the *Exempt Staff Handbook* which is available at <http://www.usask.ca/hrd/employees/agreements.php>.

Individual pay information can be accessed through PAWS (<https://paws.usask.ca/>) under the "Admin Service" tab in the "My Pay Information" section.

If you have any questions regarding the exempt compensation, please contact Steve Laycock at 966-1677 or at [steve.laycock@usask.ca](mailto:steve.laycock@usask.ca). If you have any questions regarding benefits, please contact Candace McCloy-Istace at 966-1392 or at [candace.mccloy-istace@usask.ca](mailto:candace.mccloy-istace@usask.ca).



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Cc: Personnel File

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