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**TO:** Deans, Department Heads, Department Contacts, and  
ASPA members

**FROM:** Cheryl Carver, Director, Human Resources

**DATE:** January 27, 2009

**SUBJECT: ASPA Salary Adjustments**

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Please be advised that salary adjustments for ASPA members are being processed for the newly ratified Collective Agreement.

Salary adjustments, retro-active pay and one-time bonuses are paid to those members who are active or on leave on December 12, 2008 (the date of signing of the Collective Agreement). The following outlines the schedule of payments as well as eligibility requirements:

1. a one-time bonus of \$1,000 to all members who are active on December 12, 2008 will be paid on the January pay cheque. This bonus is pro-rated based on FTE. For those members who are currently on leave, bonus payments will be processed upon their return from leave
2. a market adjustment of 4% (to the maximum of the new ranges) will be applied on the February pay cheque
3. an increment of 2% will be applied to those whose salary is below the target point of the new salary range to recognize growth in proficiency from experience and a satisfactory level of performance for employees with one year of continuous service (refer to Article 9.3.2 for further information). Increments will be applied on the February pay cheque
4. retro-active pay for the period of May 2008 to January 2009 will be paid to all members, who are active or on leave, on the March pay cheque

Employees can view their individual adjustments by signing in to PAWS and navigating to "My Pay Information", then "View Compensation History". All salary

adjustments and one-time payments will appear on pay statements as per the previously mentioned time frames, viewable on PAWS (<https://paws.usask.ca>).

Please distribute this memo to ASPA members who may not have regular access to email, and the appropriate person(s) within your unit or college who supervise ASPA members.

If you have any questions regarding the above information, please contact Tari Forrest, HR Business Analyst, at [tari.forrest@usask.ca](mailto:tari.forrest@usask.ca) (966-6271), or Steve Laycock, HR Compensation Analyst, at [steve.laycock@usask.ca](mailto:steve.laycock@usask.ca) (966-1677).

Sincerely,



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Cheryl Carver  
Director

CC/mdb