

## PROPOSED SALARY RANGES

### Schedule 1

<b>Salary Ranges</b>				
<b>May 1, 2005 – June 30, 2007</b>				
<b>Family and Phase</b>	<b>Minimum</b>	<b>Target Point</b>	<b>Maximum</b>	<b>Increment</b>
Instructional Phase 1	\$34,714	\$43,392	\$54,240	\$1,258
Instructional Phase 2	\$45,968	\$57,460	\$71,825	\$1,666
Information Technology Phase 1	\$34,714	\$43,392	\$54,240	\$1,258
Information Technology Phase 2	\$45,968	\$57,460	\$71,825	\$1,666
Information Technology Phase 3	\$59,193	\$73,991	\$98,593	\$2,146
Managerial Phase 1	\$34,714	\$43,392	\$54,240	\$1,258
Managerial Phase 2	\$45,968	\$57,460	\$71,825	\$1,666
Managerial Phase 3	\$59,193	\$73,991	\$98,593	\$2,146
Operational Administrative Phase 1	\$31,447	\$39,186	\$49,845	\$1,136
Specialist Professional Phase 1	\$34,714	\$43,392	\$54,240	\$1,258
Specialist Professional Phase 2	\$45,968	\$57,460	\$71,825	\$1,666
Specialist Professional Phase 3	\$59,193	\$73,991	\$98,593	\$2,146

<b>Salary Ranges</b>			
<b>July 1, 2007 – April 30, 2008</b>			
<b>Family and Phase</b>	<b>Minimum</b>	<b>Market Target</b>	<b>Maximum</b>
Instructional Phase 1	\$38,533	\$48,165	\$60,206
Instructional Phase 2	\$50,105	\$62,631	\$78,289
Information Technology Phase 1	\$38,533	\$48,165	\$60,206
Information Technology Phase 2	\$50,105	\$62,631	\$78,289
Information Technology Phase 3	\$63,337	\$79,170	\$105,495
Managerial Phase 1	\$38,533	\$48,165	\$60,206
Managerial Phase 2	\$50,105	\$62,631	\$78,289
Managerial Phase 3	\$63,337	\$79,170	\$105,495
Operational Administrative Phase 1	\$33,648	\$41,929	\$53,334
Specialist Professional Phase 1	\$38,533	\$48,165	\$60,206
Specialist Professional Phase 2	\$50,105	\$62,631	\$78,289
Specialist Professional Phase 3	\$63,337	\$79,170	\$105,495

**Joint Merit Committee  
Terms of Reference**

**Between  
The University of Saskatchewan  
And  
Administrative and Supervisory Personnel Association (ASPA)**

**Introduction**

Whereas the parties to this agreement recognize the value of an effective merit process and hold a joint stake in its successful implementation we agree to proceed with the execution of the Memorandum of Agreement re: Joint Merit Committee (JMC).

**Objective of the Review**

The main objectives of the review are:

- to negotiate the process for determining merit increases for ASPA members;  
and
- to develop specific recommendations to improve the merit process;  
and
- to develop a merit model to complement the compensation system

More specifically, the review will be limited to examining processes based on the following:

- Roles - composition of the Salary Review Committee (SRC) and roles of the SRC and unit management in merit recommendation and review
- Eligibility & Effective Dates – the definition of who will be deemed eligible/ineligible for merit and the timeline for its application, including those in cost-recovery units
- Value of Merit – the specific allocation used to award one-time and on-going merit to the member, review the definitions of merit, one-time, on-going, and special action, and revise as necessary
- Merit Funding – provisions to determine the allocation of unexpended merit

In addition, the committee may recommend changes in the areas described below. These recommendations will not form part of the Collective Agreement and will be implemented at the discretion of the Employer.

- Merit Budget – suggestions surrounding the budget allocation for the ASPA merit process
- Education – strategies to improve understanding and consistency in the application of merit

**Expected Outcome**

The JMC shall produce the following:

- A report reviewing the potential strategies for improvement to the ASPA merit process.
- An interim Memorandum of Agreement which identifies specific changes to the collective agreement needed to implement the various recommendations.

The JMC will make recommendations no later than January 31, 2008.

**Schedule**

Meetings of the JMC will begin no later than one month following the date of signing of the Collective Agreement.

The JMC shall provide monthly progress reports at the Administrative Employees Consultative Committee (AECC) summarizing progress of their work, outlining problems and constraints encountered, and presenting issues for discussion, as required.

**Committee**

The JMC shall include a maximum of three (3) and a minimum of two (2), representatives of the Association and a maximum of three (3), and minimum of two (2), representatives of the University. Appointments to the JMC shall be made effective as soon as reasonably possible after the date of signing of the Collective Agreement.

### **9.3.1 Annual Performance Feedback and Salary Review of Permanent, Seasonal and Eligible Term Employees**

#### **9.3.1.1 Annual Performance Feedback of Permanent, Seasonal and Eligible Term Employees**

Twice a year, Human Resources will send a reminder to all supervisors regarding performance feedback. At least once per year, using the work plans as a basis, the supervisor shall meet and discuss the performance of duties with each member. The supervisor will then complete a performance feedback and development plan. A copy will be provided to the member. The member may attach a personal statement to the feedback or may forward it directly to the Associate Vice-President (Human Resources) with a copy to the supervisor. Members who do not receive performance feedback may apply to Human Resources or the AECC requesting an intervention aimed at having their department provide timely feedback.

#### **9.3.2 Regular Increment (expires June 30, 2007)**

Regular increments are provided to recognize growth in proficiency from experience and a satisfactory level of performance over a given time span, usually one (1) year. If a member's performance is considered unsatisfactory, the annual increment may be withheld. If the regular increment is to be withheld, the member will be given reasons in writing as soon as possible after the decision is made with a copy provided to the Association. Withholding a regular increment will be grievable subject to the provisions of the grievance procedure (Article 17).

Recurring term employees should be recommended for a regular increase; an approved increase would come into effect with the start of a subsequent term of employment.

#### **9.3.2 Base Salary Adjustments (effective July 1 2007)**

Base salary adjustments are provided to recognize growth in proficiency from experience and increases in the market over a given time span.

Effective July 1, 2007, members will receive 5.5% as a base salary adjustment up to the maximum of the salary range. (expires 30 April 2008)

All future base pay adjustments will be negotiated between the parties.

##### **9.3.2.1 Increment Date (expires June 30, 2007)**

The increment date for all members is 1 July. Where the date of appointment is not 1 July, the regular salary increment in the second year of employment shall be determined as follows:

(a) Appointments effective between 1 July and 30 September inclusive will entitle the member to a full regular increment.

##### **9.3.2.1 Base Salary Adjustment Date (effective July 1, 2007)**

The base salary adjustment date for eligible members is 1 July. Where the date of appointment is not 1 July, the base salary adjustment in the second year of employment shall be determined as follows:

(a) Appointments effective between 1 July and 30 September inclusive will entitle the member to a full base salary adjustment.

(b) Appointments effective between 1 October and 30 June inclusive will entitle the member to a base salary adjustment pro-rated on the basis of the number of days by which the effective date precedes 1 July.

### **9.3.3 Merit Increases (suspended for July 1, 2007 only)**

Merit increases, normally calculated in fractions or multiples of regular increments, may be awarded when proficiency, growth and levels of performance are considerably better than what might generally be viewed as "normal" and recognizes exceptional merit.

Merit increases may be provided in one of two ways – regular merit increases or one-time merit increases. Regular merit increases will be added to a member's base salary providing such an increase does not exceed the maximum of the salary range. One-time merit increases will not be added to a member's base salary. These one-time payments are designed to recognize members who have reached the top of their pay scale and are not eligible for regular merit increases.

All recommendations for merit increases and one-time merit increases must be made with a full rationale and will be considered by the Salary Review Committee.

Up to 0.35% of the total ASPA annual payroll is allocated for regular merit increases. (Effective 1 May 2003)

Up to 0.35% of the total ASPA annual payroll is allocated for one-time merit increases. (Effective 1 May 2003)

### **9.3.4 Special Action (suspended for July 1, 2007 only)**

Special action increases are designed to provide recognition to members who have been assigned and have undertaken extra or additional duties beyond the normal scope of their position and for which no other compensation has been provided (Article 9.4.1). All recommendations for special action must be made with a full rationale and will be considered by the Salary Review Committee.

Up to 0.10% of the total ASPA annual payroll is allocated for special action.

### **9.3.5 Scale Adjustments (expires June 30, 2007)**

All members will receive scale adjustments of 3.0% on July 1, 2005 and 3.0% on July 1, 2006. The exception to this may be appointments where a firm salary is established by the Appointments Committee.

### **9.3.6 Salary Review Committee**

The Salary Review Committee, chaired by the Vice-President (Finance and Resources), makes policy recommendations to the Board of Governors in matters of salary administration, and receives and considers salary increases for permanent, seasonal and eligible term employees. After reviewing these requests, the Salary Review Committee makes recommendations to the Board of Governors through the President. All recommendations made by the Salary Review Committee shall be provided in writing to the Association as soon as possible.

Membership shall consist of at least three (3) representatives appointed by the Association and up to eight (8) representatives appointed by the University from among senior academic and administrative staff. Association members will be full participants, but have non-voting status.

Decisions of the Salary Review Committee are not subject to the grievance procedure, except as provided in this Article.