



## *Human Resources*

### **MEMORANDUM**

**Personal and Confidential**

---

**TO:** ASPA Members

**CC:** Deans, Department Heads, Department Contacts, Senior Administration, Exempt Staff

**FROM:** Cheryl Carver, Director

**DATE:** September 25, 2009

**SUBJECT:** Reminder of ASPA Merit Audit Processes for 2008/2009

---

#### **Merit Audit Committee**

As described in Article 9.3.3.4 of the ASPA collective agreement, a Merit Audit Committee, chaired by the Associate Vice-President, Human Resources and consisting of four representatives from ASPA and four from the University will be meeting to assess the effectiveness of the 2009 College/Unit merit processes and make recommendations for improvement to the program.

If a member or manager is dissatisfied with the outcomes of the merit process, either party may request a review be conducted by the Merit Audit Committee. **The deadline to request a review is October 15<sup>th</sup>, 2009.**

**If you wish to request a review of your College/Unit's process, please submit this request in writing, including details of the concern, to Human Resources by October 15<sup>th</sup>, 2009.**

If you have any questions regarding the Merit Audit Committee please contact Steve Laycock at 966-1677 or [steve.laycock@usask.ca](mailto:steve.laycock@usask.ca).

Sincerely,

A handwritten signature in blue ink, appearing to be "CC", written over a horizontal line.

Cheryl Carver, Director

CC/sl