Procedures for Implementing Salary Increases for Staff Employed Under the Trust/Research Academic Staff Agreement

July 1, 2014 to June 30, 2015

Annual Increment
- A Staff Member whose appointment takes effect in the period July 1 to October 1, inclusive, is eligible on the next July 1 to receive a full increment at one of the values referred to in Article 13.05 of the Trust/Research Academic Staff Agreement.
- A Staff Member whose appointment takes effect in the period October 2 to June 1, inclusive, is eligible to receive a pro-rated increment on July 1, the proportion of a full increment depending on the number of months s/he will have served by July 1.
- A Staff Member whose appointment takes effect in the period June 2 to June 30, inclusive, will not be eligible to receive an increment on the next following July 1.

If withholding an increment is a possibility, performance management must be in progress. Contact your HR Consultant.

Salary Scale Increase (1.65% effective July 1, 2014)
On July 1 of each year, all staff members are eligible to receive the annual salary scale increase. For staff members whose current appointments extend beyond June 30, 2014, the scale adjustment of 1.65% will be processed automatically by Academic Services effective July 1, 2014. For staff members who are appointed or reappointed on July 1, 2014 or later, the scale adjustment must be reflected in the salary rate.

Annual Increment
Each Staff Member whose appointment takes effect up to and including June 1, including those on probation, are entitled to an increment. If a Trustholder recommends that no increment be awarded to a Staff Member, the recommendation must be identified as meaning one of the following:

- The maximum for category has been reached but performance is acceptable notwithstanding;
- That performance requirements for an increment have not been met but performance is acceptable notwithstanding;
- That performance while on authorized leave could not be properly evaluated; or
- That performance is unsatisfactory and unacceptable.

Refer to the three scenarios outlined below.

Scenario 1: appointed full-time on September 1, 2013 at level 1A. On July 1, 2014, eligible for a single increment.

2013 Salary Rate: $55,035
Processed automatically by Academic Services: 1.65% Scale adjustment: $908
Processed on a Academic Pay Action Form by academic unit
One increment: $1,749
Total Salary: $57,692

Scenario 2: appointed full-time on January 1, 2014 at level 1 A. On July 1, 2014, eligible for the scale increase and 6/12 of an increment.

2013 Salary Rate: $55,035
Processed automatically by Academic Services: 1.65% Scale adjustment: $908
Processed on a Academic Pay Action Form by academic unit
One increment: $875 (6/12 of a single increment)
Total Salary on July 1: $56,818

Scenario 3: appointed part-time (0.5 FTE) on August 1, 2013 at a level 1 A. On July 1, 2014, eligible for the scale increase and a single increment. Since the appointment is at 0.5 FTE the scale and increment are prorated.

2013 Salary Rate: $27,518 ($55,035 FT)
Processed automatically by Academic Services: Scale increase of 1.65%: $454
Processed on a Academic Pay Action Form by academic unit
One increment: $875 (0.5 of a single increment)
Total Salary: $28,847