

# Procedures for Implementing Salary Increases under the Trust/Research Academic Staff Agreement

## 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.

Salary scales are managed based on evaluation levels established by Job and Organizational Design. The scales with the increment values can be found [HERE](#).

**If withholding an increment is a possibility, performance management must be in progress.**

**Contact your [HR Partner](#).**

Please contact [employmentservices@ualberta.ca](mailto:employmentservices@ualberta.ca) if you require assistance.

## Salary Scale Increase (1.5% effective July 1, 2017) and Increment Increase (Value based on evaluated Level)

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, 2017, the scale adjustment of 1.5% will be processed automatically by Employment Services effective July 1, 2017.** Increments must be processed manually by submitting a PAF. For the Nature of Action, choose "Rate Change" and indicate the number of increments in the comments.

For staff members who are appointed or reappointed on July 1, 2017 or later, the scale adjustment must be reflected in the salary rate as must any increments when applicable. For the Nature of Action, choose "Reappointment" if the staff member is not eligible for an increment at time of reappointment. Choose "Reappointment with Merit" if the staff member is receiving an increment at time of reappointment and indicate the number of increments in the comments.

## Increment Decisions (Article 13.05)

The Trustholder shall recommend one of the following:

- A single increment;
- A multiple increment, which may be one and one-half, double, two and one-half, or triple a single increment;
- A one-half increment, which is one-half of a single increment; (See Article 13.09)
- A partial increment, which will bring the salary of a Staff Member to the salary ceiling of the present salary range for the position;
- No increment. (Contact your HRP if for any reason other than max of scale.)

## Example Calculations:

**When both the scale increase and an increment are applicable on July 1, always calculate by adding the scale adjustment first and any increments second.**

**Scenario 1:** appointed full-time from September 1, 2016 to August 31, 2018 at level 1A. On July 1, 2017, eligible for a single increment.

2016 Salary Rate:	\$57,350
1.5% Scale adjustment:	\$ 860 Processed automatically by Employment Services
One increment:	<u>\$ 1,820</u> Processed on a PAF by academic unit
Total Salary:	\$60,030

**Scenario 2:** appointed full-time from January 1, 2017 to June 30, 2017 at level 1A. On July 1, 2017 reappointment, the staff is eligible for the scale increase and 6/12 of an increment (prorated by time). Choose "Reappointment with Merit" as the Nature of Action

2016 Salary Rate:	\$57,350
1.5% Scale adjustment:	\$ 860
One increment:	<u>\$ 910</u> (6/12 of a single increment – prorated by time)
Total Salary:	\$59,120

**Scenario 3:** appointed part-time (0.5 FTE) from August 1, 2016 to July 31, 2017 at a level 1A. On July 1, 2017, eligible for the scale increase and a single increment. Since the appointment is at 0.5 FTE the increment is prorated (prorated by FTE).

2016 Salary Rate:	\$28,675 (\$57,350 FT equivalent)
1.5% Scale adjustment:	\$ 430 Processed automatically by Employment Services
One increment:	<u>\$ 910</u> Processed on a PAF by academic unit (prorated by FTE)
Total Salary:	\$30,015