



18 February, 2014

Salary Progression – Staff – Process Guidelines

Policy

As outlined in section 8 of the PSUAD HR Policy Manual, Non-faculty positions within the University are rated and assigned to a specific salary grade. Each grade has a salary range. Employees are normally hired at the base of the range, and movement or progression through the range is governed by performance.

Following an Employee's annual goal setting/review meeting, his/her supervisor may request Deputy Vice Chancellor support to move the Employee to a higher level within the range. If the DVC is in agreement they shall provide the HR Committee with supporting documentation for consideration and recommendation. Recommendations are presented to the Vice Chancellor for review and approval. Such requests would not normally be processed more frequently than once every two years.

The approved amount of movement within the range may be dictated by budget availability and there is no movement beyond the top of the range.

Supporting Documentation

In putting forward the request for a salary change for an Employee, the supervisor/HOD will need to provide written justification in support of the change. This may include details regarding the undertaking and successful completion of specific projects, examples of mentoring or student engagement, evidence of demonstrated development within the role, etc. Simply stating "long length of service" will receive little weight. The supervisor should also outline from where any approved salary increase would be funded.

In addition to the written justification, the supervisor should include copies of completed performance evaluations undertaken since time of hire as well as other relevant documents which may include, for example, letters of commendation from other departments, students or outside entities.

In addition to the above, the HR Department shall provide the HR Committee with details regarding the Employee's service record and salary details from time of hire to date. As well, HR will provide a service/salary summary of like positions within the University.

Timing

Requests for increment adjustment would most often be tied to the end of an employee's contract term (ie. 3 years) or anniversary date. For contracts of indefinite term, increment discussions after 3 years would be considered reasonable. Increment requests coming within a period of two years from date of hire or the last increment change would not normally be considered. Furthermore, if approved, increment changes would normally be processed at a future effective date (ie. on the employee's anniversary) rather than retrospectively.

Range of Increments

Subject to budget availability, increments would normally, if approved, be within the range of five to ten percent of basic salary. In recommending a specific level of increment, the HR Committee shall consider internal equity, the Employee's actual salary history since joining and the overall strength of the increment request.

Increases shall not exceed the maximum of the range of the Employee's current grade.

If endorsed by the HR Committee, the file shall be submitted to the Administrative Affairs Council for final review and approval with the results being returned to the HR Department for communication and implementation.