

Procedures for Implementing Salary Increases for Staff Employed Under Schedule E: Trust/Research Academic Staff of the AASUA 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 E6](#): Performance Review of the agreement.
- Salary scales for Academic Teaching Staff: www.hrs.ualberta.ca/PayandTaxInfo/SalaryScales.aspx.
- 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 Partner](#).

Please contact Employment Services at employment.services@ualberta.ca if you require assistance.

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, 2018 at level 1A. On July 1, 2019, eligible for a single increment.

2018 Salary Rate:	\$58,210
One increment:	<u>\$ 1,820</u>
Total Salary:	\$60,030

Scenario 2: appointed full-time on January 1, 2019 at level 1A. On July 1, 2019, eligible for the scale increase and 6/12 of an increment.

2018 Salary Rate:	\$58,210
One increment:	<u>\$ 910</u> (6/12 of a single increment)
Total Salary on July 1:	\$ 59,120

Scenario 3: appointed part-time (0.5 FTE) on August 1, 2018 at a level 1A. On July 1, 2019, eligible for the scale increase and a single increment. Since the appointment is at 0.5 FTE the scale and increment are prorated.

2015 Salary Rate:	\$29,105	(\$58,210 FT)
One increment:	<u>\$ 910</u>	(0.5 of a single increment)
Total Salary:	\$30,060	