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## Annual Merit Increments - AUPE and AUFA Staff Members Policy

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### Department Policy Number

070 004

### Effective Date

Revised November 1, 1994  
Revised June 1, 2000  
Revised May 31, 2002  
Revised September 1, 2002  
Revised April 2004

### Purpose

This policy is in place to ensure the equitable processing of annual merits to AUFA and AUPE staff members; outlines the conditions under which staff members will be eligible for a merit increment and outlines the roles and responsibilities of Human Resources, Department Heads, and the Executive Officers.

### Definitions

<b>AUPE</b>	Alberta Union of Provincial Employees, Local 69
<b>AUFA</b>	Athabasca University Faculty Association
<b>Professional Staff</b>	permanent and term Professional Staff who are members of AUFA
<b>Academic Staff</b>	permanent and term Academic Staff who are members of AUFA
<b>Support Staff</b>	permanent and temporary staff who are members of AUPE, Local 69
<b>Casual Staff</b>	an employee who is hired to a Casual Position
<b>AP1 rank</b>	Professor Salary range
<b>AP2 rank</b>	Associate Professor Salary range
<b>Active Service</b>	actively at work or on an approved leave-with-pay



## **Policy**

An annual merit increment is awarded, subject to performance, to eligible support, professional and academic staff on July 1st of each year.

## **Regulation**

This policy is governed by Article 8, Salary and Salary Increments, of the AUPE/The Governors of Athabasca University (the Board) Collective Agreement and Article 6, Salaries and Economic Benefits, of the AUFA/The Governors of Athabasca University (the Board) Terms and Conditions.

## **Procedure**

### 1.0 Eligibility

#### 1.1 Support Staff

- a. Permanent support staff including those who have successfully completed their probationary period prior to July 1st.
- b. Permanent support staff who have served at least three months of the probationary period as of July 1st may be eligible retroactively upon the successful completion of the probationary period.
- c. Temporary support staff who become permanent and have six months service at July 1st may be eligible retroactively upon successful completion of the probationary period.
- d. Temporary support staff who have been in the continuous service of the university for at least six months.
- e. Casual support staff after each 1820 hours of work.

#### 1.2 Professional and Academic Staff

- a. Permanent and term staff (including probationary) hired prior to January 1st of that year.
- b. In the higher ranks, advancement for Academics shall be based on sustained meritorious performance, i.e: For academic staff at the AP1 rank with a salary under the merit ceiling, advancement shall be based on sustained meritorious contributions to instruction, research or equivalent professional or creative work.

For academic staff at the AP1 and AP2 rank with a salary at or above the merit ceiling, advancement is based on sustained meritorious contributions to instruction, research or equivalent professional or creative work, and service to the university and society.



The determination of whether a staff member's salary is under, at, or above the merit ceiling is made after the application of any economic adjustment to scale, merit ceilings, and individual salaries.

c. Merit Increments and Academic Promotion

When a staff member is awarded an annual merit increase on July 1st and at the same time is promoted to a higher salary scale within Schedule A-1 of the AUFA Terms and Conditions, the following will apply:

- i) If the staff member receiving the merit increase and promotion on July 1st is still below the minimum of the higher salary range to which that person has been promoted, the person's salary will be adjusted to the minimum of the higher range.
- ii) If the merit increase moves the staff member into the new salary range no other increase will apply.
- iii) If the staff member's salary is already within the new salary range (ie: the overlap area) the normal merit increase will apply.

d. Casual staff are not eligible for annual merit increments.

1.3 Merit increments shall not remove a staff member from their rank, nor from the salary range to which their position is assigned.

2.0 Leaves of Absence

2.1 Staff members must have at least three months active service during the assessment year to be considered for a merit increment.

2.2 Where a staff member is on leave at July 1st, the merit increment will be withheld until the staff member returns from leave as follows:

- a. In case of an unpaid leave of absence, the merit will apply upon the date of return to work.
- b. In the case of a paid leave of absence, the merit will apply on return to work, retroactively to July 1st.
- c. Merit increments, for staff on Research and Study Leave during the year, will be withheld until submission of final report as well as completion of the performance assessment and will be applied retroactively to July 1st.

2.3 Staff members who commence Research and Study Leave on or after April 1 of the assessment year will be eligible for a merit increment providing they have completed the performance assessment for the assessment year including progress on Research and



Study. Otherwise the merit will be withheld until submission of the final report and will be applied retroactively.

- a. To ensure timely and accurate processing of retirements, staff members who decide to retire at the end of the Research and Study Leave will be required to submit their final report 1 month prior to completion of the leave.

### 3.0 Process

- 3.1 Human Resources sends information on annual merit increments to all Department Heads.
- 3.2 Department Heads submit their recommendations for merit increments to the appropriate Executive Officer.
- 3.3 The Executive Officer reviews the merit increments with the Department Head and makes adjustments as necessary. The Executive Officer takes the final recommendations to Executive Group for approval.
- 3.4 Executive Group will notify Human Resources and department heads of final merit decisions.
- 3.5 Department Heads are to verbally notify staff who will not be getting a merit and for academics in higher ranks of any merit given.
- 3.6 Human Resources will provide formal notification of merit increments to staff members.

### **Approved By**

President, April 2004  
Executive Group, September 2002

### **Amended Date/Motion No.**

### **Related References, Policies and Procedures**

Article 6 – [AUFA/The Governors of Athabasca University \(the Board\) Terms and Conditions Agreement](#)

Schedule A-1 & A-2 – [AUFA/The Governors of Athabasca University \(the Board\) Terms and Conditions Agreement](#)

[Annual Performance Assessment for AUFA Professional and Academic Staff Policy](#)

[Annual Performance Assessment – AUPE Support Staff Policy](#)

[AUPE Support Staff Probationary and Trial Periods Policy](#)

### **Applicable Legislation/Regulation**

[AUFA/The Governors of Athabasca University \(the Board\) Terms and Conditions Agreement](#)

[AUPE/The Governors of Athabasca University \(the Board\) Collective Agreement](#)



### **Responsible Position/Department**

This policy is maintained and administered by Human Resources. For further information, please contact the Benefits Administrator or the Director, Human Resources. Contact information can be found on the Human Resources department web-site.

### **Keywords**

Merit Increments, Probationary Period, Retroactively, Sustained Meritorious Performance, Merit Ceiling