

Procedures for Implementing Salary Increases for Staff Employed under the Academic Teaching Staff Agreement (ATS)

July 1, 2017 to June 30, 2018

ATS Staff Member Increment Eligibility Article 17.05.1 of the CAST Agreement states:

A staff member shall receive an increment if re-appointed to a subsequent term appointment, provided:

- a) *That the evaluation of performance in the preceding year was at least satisfactory, and*
- b) *Provided the staff member has received no more than seven increments in the past.*

Additional increments may be awarded at the decision of the appointing officer.

Salary scales for Academic Teaching Staff:
www.hrs.ualberta.ca/Payan/dTaxInfo/SalaryScales.aspx.

Value of Service Increment (Effective July 1, 2016)

➤ **Full-time Staff:**

Non-PhD: \$2,164 per annum

PhD: \$2,552 per annum

➤ **Part-time Staff:**

3% of the staff member's per course salary rate *after* scale adjustment has been applied

Please contact employmentservices@ualberta.ca if you require assistance.

Salary Scale Increase (1.5% effective July 1, 2017) and Increment Increase

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, reappointed, or rehired on July 1, 2017 or later, the scale adjustment must be reflected in the salary rate as must any increments if applicable.

Nature of Action on PAF/eForm

On the new PAF/eForm, be sure to select the correct Nature of Action:

- Pick "New Appointment" for those new to ATS or are starting a different ATS position
- Pick "Re-appointment" when there is no break in service since their last ATS contract and the staff member is not increment eligible at the time of reappointment.
- Pick "Re-appointment with Merit" when there is no break in service since their last ATS contract and the staff member is increment eligible at time of reappointment.
- Pick "Rehire" when there has been a break in service since their last ATS contract and the staff member is not increment eligible at the time of rehire.
- Pick "Rehire with Merit" when there has been a break in service since their last ATS contract and the staff member is increment eligible at time of rehire.
- Pick "Rate Change" when applying a merit mid-appointment (ie. Before their next rehire/reappointment). Indicate the number of increments awarded in the comments.

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.

In consultation with the AASUA, Faculty Relations and Employment Services have clarified the following terms and conditions for full-time and part-time Staff Members hired under the ATS Agreement:

1. A Staff Member who begins at step 1 is entitled to a maximum of seven increments from the first step on the appropriate salary scale, before reaching step 8. A Staff Member who begins above step 1 is entitled to the number of increments that it will take that employee to reach the eighth step on the appropriate salary scale.
2. A Staff Member is eligible for an increment no more than once in a 12 month period.
3. A Staff Member whose appointment period is 12 months or longer is eligible for an increment after work in each consecutive 12 month period.

4. A Staff Member whose appointment period is less than 12 months is eligible for an increment after accumulating a total of at least 8 months under appointment (but, as above, no more than once in a 12 month period).
5. Spring and Summer appointment periods are considered to be eligible in accumulating the number of months under appointment. Spring and Summer are each equivalent to 2 months under appointment.
6. If there is a break in service of 12 months, or more, the University is not obligated to count the prior employment in determining salary or a future increment.
7. For further clarity, please see the following examples. A Staff Member appointed:
 - 7.1 in the period of September 2016 to April 2017 (8 months), would be eligible for an increment to be effective September 2017.
 - 7.2 in the period of January to April 2017 (4 months) and in Spring/Summer 2017 (4 months), would be eligible for an increment to be effective January 2018, whether or not he/she receives an appointment for September 2017.
 - 7.3 in the period of September to December 2017 (4 months) and in Spring/Summer 2018 (4 months), would be eligible for an increment to be effective September 2018, whether or not he/she receives an appointment for January-April 2018.
 - 7.4 in the period of September to December 2016 and September to December 2017 would be eligible for an increment to be effective January 2018.
 - 7.5 only in Spring in four consecutive years, e.g. 2014, 2015, 2016 and 2017, would be eligible for an increment at any appointment beginning Summer 2017 through Spring 2018.

Moving from the Non-PhD Scale to the PhD Scale

Under the CAST Agreement there are two salary scales: 1) for those who do not hold a PhD or equivalent; and 2) for those who hold a PhD or equivalent.

If at the time of hire a staff member does not hold a PhD or equivalent, that staff member is normally placed on a step using the non-PhD salary scale. If the PhD or equivalent is later completed, the staff member will be placed on a step using the PhD salary scale in the next appointment or the next Academic year (July-June), whichever comes first.

The staff member will move to the PhD salary scale to the closest step (but not less than) his/her non-PhD rate. Following placement on the PhD salary scale, any increments are applied using the increment value of the PhD salary scale.

Example: A staff member currently on step 7 of the 2017 non-PhD scale (\$7,403 per course, which is higher than step 1 of the PhD scale of \$7,336 per course) will move to step 2 of the PhD scale (\$7,556 per course). If he/she is eligible for an increment, he/she will then move to step 3 of the PhD scale.

SAMPLE CALCULATIONS:

Scenario 1: appointed full-time from July 1, 2016 to August 31, 2018 at non-PhD Step 3. On July 1, 2017, the staff member is eligible for a single increment.

2016 Salary Rate:	\$65,340
1.5% Scale adjustment:	\$ 980 Processed automatically by Employment Services
One increment:	<u>\$ 2,164</u> Processed on a PAF by academic unit as a "Rate Change"
Total Salary:	\$68,484

Scenario 2: appointed part-time from July 1, 2016 to August 31, 2016, September 1, 2016 to December 31, 2016, and January 1, 2017 to April 30, 2017 at non-PhD Step 1. On July 1, 2017 reappointment, the staff member is eligible for the scale increase and an increment. Choose "Reappointment with Merit" as the Nature of Action

2016 Salary Rate:	\$6,108 per course
1.5% Scale adjustment:	\$ 92
One increment, 3%	<u>\$ 186</u>
Total Salary:	\$6,386 per course (\$19,158 per annum for a single course)

Scenario 3: appointed part-time from September 1, 2016 to April, 2017 at non-PhD Step 1. On September 1, 2017 rehire (after a break in service from May-August), the staff member is eligible for the scale increase and an increment. Choose "Rehire with Merit" as the Nature of Action

2016 Salary Rate:	\$6,108 per course
1.5% Scale adjustment:	\$ 92
One increment, 3%	<u>\$ 186</u>
Total Salary:	\$6,386 per course (\$19,158 per annum for a single course)