

Procedures for Implementing Salary Increases for Staff Employed under the Contract Academic Staff: Teaching Agreement

July 1, 2016 to June 30, 2017

CAST 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.

Value of Service Increment (Effective July 1, 2016)

➤ **Full-time Staff:**

Non-PhD: \$2,132 per annum

PhD: \$2,514 per annum

➤ **Part-time Staff:**

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

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

Salary Scale Increase (1.0% effective July 1, 2016)

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, 2016**, the scale adjustment of 1.0% will be processed automatically by Employment Services effective July 1, 2016. **For staff members who are appointed or reappointed on July 1, 2016 or later**, the scale adjustment must be reflected in the salary of the new appointment.

- Salary scales for Contract Academic Staff: Teaching staff: www.hrs.ualberta.ca/PayandTaxInfo/SalaryScales.aspx.

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 CAST 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 2015 to April 2016 (8 months), would be eligible for an increment to be effective September 2016.
 - 7.2 in the period of January to April 2016 (4 months) and in Spring/Summer 2016 (4 months), would be eligible for an increment to be effective January 2017, whether or not he/she receives an appointment for September 2016.
 - 7.3 in the period of September to December 2016 (4 months) and in Spring/Summer 2017 (4 months), would be eligible for an increment to be effective September 2017, whether or not he/she receives an appointment for January-April 2017.

7.4 in the period of September to December 2015 and September to December 2016 would be eligible for an increment to be effective January 2017.

7.5 only in Spring in four consecutive years, e.g. 2013, 2014, 2015 and 2016, would be eligible for an increment at any appointment beginning Summer 2016 through Spring 2017.

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 2016 non-PhD scale (\$7,292 per course, which is higher than step 1 of the PhD scale of \$7,228 per course) will move to step 2 of the PhD scale (\$7,445 per course). If he/she is eligible for an increment, he/she will then move to step 3 of the PhD scale.

SAMPLE CALCULATIONS:

Full-time Multi-year appointment not ending June 30, 2016

1.0% scale adjustment will automatically be applied by Employment Services

If eligible for a service increment, the department/Faculty will submit a pay action form plus a copy of the letter of advice sent to the staff member to increase the salary rate. (E.g. with PhD)

2015 salary rate: \$71,560 per annum

1.0% scale adjustment: \$716 per annum

Service increment: \$2,514 per annum

New salary rate on contract: \$74,790 per annum

Appointments of a Year or Less or requiring reappointment on July 1, 2016

Department/Faculty submits new contract and pay action form (or smart form) with a salary rate that has been increased by the scale adjustment and service increment.

- **Full-time Re-appointment July 1, 2016 or Later** (E.g. without PhD)

2015 salary rate: \$60,471 per annum

1.0% scale adjustment: \$605 per annum

Service increment (if eligible): \$2,132 per annum

2016 salary rate on contract: \$63,208 per annum

- **Part-time Re-appointment September 1, 2016** (E.g. without PhD)

2015 per course rate: \$6,048

1.0% scale adjustment: \$60

3% Service increment (if eligible): \$183

2016 per course rate: \$6,291