

# Procedures for Implementing Salary Increases for Staff Employed under the Temporary Administrative and Professional Staff (TAPS)

## Service Increment

- A service increment is awarded 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 five increments in the past. Additional increments may be awarded at the discretion of the appointing officer.

**Salary scales** are managed based on evaluation levels established by Job and Organizational Design, and can be found [HERE](#).

## Multi-Year Appointments

Eligible staff members who are on multi-year term appointments should receive the service increment on the anniversary date determined on their appointment. The Department/Faculty is responsible for issuing a pay action form to increase the salary rate appropriately. Alternatively, staff members can be moved to the July increment schedule by pro-rating the first July 1 increment based on the number of months worked since they started or since their last increment.

Please contact [employmentservices@ualberta.ca](mailto: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 or reappointed on July 1, 2017 or later, the scale adjustment must be reflected in the salary rate as must any increments when applicable. For the Nature of Action, choose "Reappointment" if the staff member is not eligible for an increment at time of reappointment. Choose "Reappointment with Merit" if the staff member is receiving an increment at time of reappointment and indicate the number of increments in the comments.

## Service Increment

- **Temporary Professional and Administrative Staff (Full-time and Part-time):**  
3% of staff member's salary rate
- **Full-time Temporary Librarians:**  
\$2,164 per annum  
(prorated by FTE for Part-time)

## Example Calculations:

**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.**

**Scenario 1:** appointed full-time from July 1, 2016 to June 30, 2019 at level 1. On July 1, 2017, eligible for a single increment.

2016 Salary Rate:	\$70,000	
1.5% Scale adjustment:	+\$ 1,050	Processed automatically by Employment Services
	\$71,050	
One increment, 3%:	+\$ 2,132	Processed on a PAF by academic unit
Total Salary:	\$73,182	

**Scenario 2:** appointed full-time from January 1, 2017 to June 30, 2017 at level 1, moving to the July increment schedule. On July 1, 2017 reappointment, eligible for the scale increase and 6/12 of an increment. Choose "Reappointment with Merit" as the Nature of Action

2016 Salary Rate:	\$70,000	
1.5% Scale adjustment:	+\$ 1,050	
	\$71,050	
One increment, 3%:	+\$ 1,066	(6/12 of a single increment)
Total Salary:	\$72,116	

**Scenario 3:** appointed part-time (0.5 FTE) from August 1, 2016 to July 31, 2017 at a level 1. On July 1, 2017, eligible for the scale increase and a single increment. Since the increment is a percentage, it does not need to be pro-rated by FTE.

2016 Salary Rate:	\$35,000	(\$70,000 FT equivalent)
1.5% Scale adjustment:	+\$ 525	Processed automatically by Employment Services
	\$35,525	
One increment, 3%*	+\$ 1,066	Processed on a PAF by academic unit
Total Salary:	\$36,591	