# Procedures for Implementing Salary Increases for Staff Employed under the Sessional and Other Temporary Staff Agreement

**July 1, 2016 to June 30, 2017**

## 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 decision of the appointing officer.

## Value of Service Increment

- **Full-time Temporary Librarians:**
  - $2,132 per annum

- **Part-time Temporary Librarians:**
  - Full-time increment value ($2,132 per annum) pro-rated based on full-time equivalent (FTE)

- **Temporary Professional and Administrative Staff (Full-time and Part-time):**
  - 3% of staff member’s 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, 2014 or later, the scale adjustment must be reflected in the salary rate.

## Service Increment

### 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.

### Appointments effective July 1, 2016 or later

Eligible staff members should receive the service increment as part of the appointment or reappointment salary rate, after the scale adjustment has been applied. The contract letter and pay action form should reflect this increased rate.

Salary scales for Sessional and Other Temporary Staff are managed based on evaluation levels established by Compensation and Job Design.

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

## SAMPLE CALCULATIONS:

### Full-Time Multi-year appointment (Professional/Administrative)

- **Scale adjustment:**
  - 2015 salary rate: $70,000 per annum
  - 1.0% scale adjustment applied
    - automatically by Employment Services: $700 per annum
  - New salary rate effective July 1, 2016: $70,700 per annum

If staff member is eligible for a service increment, the Department/Faculty will submit a pay action form to increase the salary rate by $2,121 per annum (one service increment = 3% of $70,700)

- Final salary rate: $72,821 per annum

### Full-time July 1, 2016 or Later Re-appointment (Professional/Administrative)

- Department/Faculty submits pay action form to increase salary by scale and merit.
  - 2015 salary rate: $62,500 per annum
  - 1.0% scale adjustment: $625 per annum
  - Sub-total: $63,125 per annum
  - Service increment (3%): $1,894 per annum
  - New salary rate on contract: $65,019 per annum