

Staff Compensation Program FAQ's

Why is the new compensation program being implemented in phases?

Due to the financial resources required for a full implementation, many institutions implement compensation programs over a period of several years. The University decided to begin implementation of the program by introducing the new salary grades and ensuring that all staff are paid at least the minimum of the grade for their job. Future phases will include a review of adjustments to the salary grade structures and individuals' positions within the grade based on service/experience.

Why do we establish salary grades?

A salary structure, with defined minimums and maximums, is used for several reasons including:

- Ensuring internal equity of pay across the institution
- Providing fair market rates for the specific work that is done (important for recruiting and retaining staff)
- Guiding fiscally responsible compensation management (salaries are a significant portion of our operating budget and we must manage those resources appropriately and equitably)

Will my salary be increased if it is below the minimum of the grade range?

Yes, this first phase of implementation of the compensation program will include ensuring that all staff are paid at least the minimum of the grade for their job.

Will my salary be decreased if it is above the maximum of my grade range?

No, the University will not decrease your base pay to the maximum of the salary grade for your job.

Why do the grades have a maximum? Will staff with pay above the maximum still receive the annual salary increase?

Using the market assessment, the University has determined a maximum value for each job at the University. Beyond this maximum value we will not continue to add to base salary; however, we will continue to reward the work, performance, and service of staff by providing any increases over the maximum of the range as a lump sum cash payment. As the salary grades will be reviewed and possibly adjusted over time, we will communicate specifically with any staff impacted by this situation when the annual staff salary increase is determined and processed.

How will I find out the salary grade for my job?

Human Resources will notify you via a letter sent to your home address. This information is intended for your reference only.

Who should I contact if I have questions about the salary grade for my job?

Divisional leadership or your Dean, who will confirm any details or get additional information from Human Resources, as necessary.