

## Academic Salary Policy 2018 Implementation Schedule (Including Appeal, Anomaly and Retention)

Timeline	Tasks
February 1-28	Eligibility list available to be verified through MINERVA (changes must be e-mailed to Daniel Gélinas).
March 12 to April 13 (noon)	Merit awards, merit categories and all recommendations for individual retention/anomaly corrections must be filled by Faculties through MINERVA.
April 13 (noon)	MINERVA application closes to Faculties (HR).
April 16 -17	Total Compensation Office validates Minerva entries and confirms back to Faculties before merit recommendation results are distributed to units.
April 18-24	Deans/Chairs inform individual staff of their merit category.
April 18 – April 30	Anomaly and Retention Report finalized and reviewed (APO). Preliminary recommendations prepared by Associate Provost (Academic Priorities and Resource Allocation) and reviewed with Provost and Vice-Principal (Academic).
April 30	Associate Provost (Academic Priorities and Resource Allocation) informs Deans of decisions on Anomaly and Retention.
May 7	Deadline for merit appeals by staff members.
May 11	Deans advised of final Provostial decision by Associate Provost (Academic Priorities and Resource Allocation) on anomaly and retention allocations if review was requested.
May 18	Deadline for the Office of the Provost and Vice-Principal (Academic) to enter final results in MINERVA. Minerva application closes at 5:00 p.m.
June 1	Salary policy is run.
June 4	Actual pay is run.
June 8	Salary increases are implemented.

**Note: Central HR and Office of the PVPA are involved during the entire process to answer questions and ensure compliance with academic salary policy rules**