

## Academic Salary Policy 2020 Implementation Schedule (Including Appeal, Anomaly and Retention)

Timeline	Tasks
February 3-28	Eligibility list available to be verified through MINERVA (changes must be e-mailed to Daniel Gélinas).
March 9 to April 9 (noon)	Merit awards, merit categories and all recommendations for individual anomaly corrections must be filled by Faculties through MINERVA.  <b>Note:</b> retention allocation requests may occur year-round.
April 9 (noon)	MINERVA application closes to Faculties (HR).
April 14 -15	Total Compensation validates Minerva entries and confirms back to Faculties before merit results are distributed to units.
April 16-24	Deans/Chairs inform individual staff of their merit category.
April 16 – May 1	Anomaly and Retention Report finalized and reviewed (APO). Preliminary recommendations prepared by Associate Provost (Equity & Academic Policies) and reviewed with Provost and Vice-Principal (Academic).
April 27 – May 8	Period for merit appeals to Deans.
May 1	Associate Provost (Equity & Academic Policies) informs Deans of decisions on Anomaly and Retention.
May 8	Deans advised of final Provostial decision by Associate Provost (Equity & Academic Policies) on Anomaly and Retention allocations, if review was requested.
May 14	Deadline to submit changes resulting from appeals to HR.
May 15	Deadline for HR to enter appeals in MINERVA. 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.
May 25	Salary policy is run.
June 1	Actual pay is run.
June 5	First pay with new salaries.

**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