

# ONE-TIME PAYMENT FOR 2020 MPEX ANNUAL COMPENSATION REVIEW

## FAQ

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### Who is eligible?

In order to be eligible, employees must meet all the following conditions:

- They were eligible for the 2020 Annual Compensation Review and received a performance-based increase on December 6<sup>th</sup>, 2020; and
- They are active in an eligible MPEX position on the date of the payment; and
- They received earnings between June 1<sup>st</sup> and December 5<sup>th</sup>, 2020.

### Who will not receive a one-time payment?

- Employees who are no longer employed or retired at the date of the payment;
- Employees who were not eligible for the 2020 Annual Compensation Review or did not receive a salary increase on December 6<sup>th</sup>, 2020; or
- Employees who are at the maximum of their scale and who already received a one-time payment.
- As per the eligibility criteria for the Annual Compensation Review, if your permanent position is covered by the MUNACA collective agreement, you are not eligible for this one-time payment.

### How was the amount calculated?

- 50% of the annual performance-based amount.

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- Changes that occurred between June 1<sup>st</sup> and December 5<sup>th</sup>, 2020, such as FTE (full-time equivalent) changes (i.e. hours worked) will not affect the value of the one-time payment since the amount was determined based on June 1<sup>st</sup>, 2020 base salary.
- Internal equity assessment or base salary adjustment increases are excluded.

### I am in a temporary assignment and I didn't receive a one-time payment. Why?

- If you were in a temporary assignment and didn't receive a salary adjustment on December 6<sup>th</sup>, 2020, you will not receive a one-time payment.
- Since you have received an adjustment of more than 8%, applied on June 1<sup>st</sup>, 2020 to reach the new minimum of the scale, the postponement of the performance-based increase did not affect you.

For example, Hassan's is in a temporary assignment. Here is how his increase was processed:

	May 31, 2020	June 1, 2020	Salary Paid on June 1, 2020	December 6, 2020	Salary Paid on December 6, 2020
Salary in regular position (grade 3)	\$53,850	\$54,819 (economic increase of 1.8%)	Absented	\$55,735 (performance-based increase of 1.7% applied on May 31, 2020 salary)	Absented
Salary in temporary assignment (grade 5) (8% increase applied on regular position or minimum of the grade 5 scale whichever is greatest)	\$58,158 (8% increase applied on regular position)	\$63,140 (minimum of the grade 5 scale applied which represents 15.17%)	\$63,140	\$63,140 (minimum of the grade 5 scale applied 13.28%)	\$63,140

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Will the University pay for the one-time payment for employees paid from non-operating funds?

- All one-time payments will be paid from the central University budget.

When should I expect the one-time payment?

- By the end of May.

How will I know I received the one-time payment?

- It will appear on your paystub.
- You can also view the details in [Workday](#)
  - o On the worker profile, by selecting Compensation then selecting the Total Rewards page and viewing the One-Time Payment section OR
  - o On the worker profile, by selecting the Actions button then selecting Compensation, then selecting view Bonus and One-time Payment History.

Will I receive an amended 2020 tax slip?

- No. The payment will be made in 2021 and will be included on the 2021 tax slips, as per the governmental legislation.

Will the one-time payment be pensionable?

- Yes.

Will the usual payroll deductions be applied to the one-time payment?

- Yes.