



March 2018

**To: Executive, Management, Professional Staff and Staff in excluded positions**

## **JUNE 1, 2018 SALARY POLICY OVERVIEW**

The June 1, 2018 Salary Policy provides for a total budget increase allocation of 3%, split into two components:

- 1) An economic increase of 1% for all staff, except for staff in merit category “4. Requires immediate improvement”;
- 2) A merit increase budget of 2% for allocation amongst staff in merit category “2. Consistent or Strong performer” or “1-Leading performer”. Individual increases will vary, based on supervisor’s discretion.

McGill is strongly committed to investing in its executive, management and professional staff. We firmly believe that the University’s success is in large part due to their contribution and dedication. In line with our efforts to build and support a performance-based culture, the Salary Policy provides for the fair and equitable recognition of all staff who make a sustained positive contribution to the University, while at the same time providing the flexibility to reward those staff members whose contributions and achievements consistently exceed expectations.

Faculties/units are provided with a salary increase envelope equal to 3% of eligible salaries within their faculty/unit. This envelope is established at the time the Minerva salary policy application opens.

Staff may be rated according to one of the five merit categories defined below. There is no limitation to the number of staff who may be rated in any single category, although faculties/units may not exceed their salary increase envelope.

***Salary increases are effective June 1, 2018 and will be reflected on the pay deposited on June 8, 2018.***

## ELIGIBILITY RULES

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1. The reference period being from January 1, 2017 to December 31, 2017, staff must have started in an executive position, a regular management or professional position, or an excluded position by December 31, 2017.
2. In order to receive the salary increase, eligible employees must be active on the date of implementation, i.e. on June 1, 2018.
3. Employees hired under the Temporary Employment Policy are not covered by this salary policy.

## MERIT CATEGORIES AND SALARY INCREASE GUIDELINES

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There are five (5) merit categories, listed below with corresponding increases.

| Merit Category<br>(Level of performance) | Definitions   | Economic Increase | Merit Increase   |
|--|---|-------------------|--|
| <b>1. Leading performer</b>              | Incumbent consistently excels in the attainment of performance goals and objectives through outstanding achievements. Work is consistently of superior quality in all areas of responsibility. Results of projects and goals added significant value to the team, the department and the University | 1%                | <b>Based on recommendation from immediate supervisor</b> |
| <b>2. Consistent or Strong performer</b> | Incumbent consistently achieves performance goals and objectives. Work is of good quality and the incumbent makes a positive contribution to the department. Initiative, resourcefulness and good judgment consistently exercised in accomplishment of goals.                                       | 1%                | <b>Based on recommendation from immediate supervisor</b> |
| <b>3. Building consistency</b>           | Incumbent sometimes but not consistently achieves goals. Quality of work is below expectations in some areas of responsibility. The incumbent requires guidance to achieve objectives.  | 1%                | <b>None</b>  |
| <b>4. Requires immediate improvement</b> | Incumbent does not achieve goals and objectives. Work is consistently below expectations. Appropriate action must be taken in consultation with Human Resources.  | <b>None</b>       | <b>None</b>  |
| <b>5. Not applicable</b>                 | May be used when incumbent has been absent for a significant amount of time during the performance period.  | 1%                | <b>None</b>  |

- The reference period for performance dialogue is from January 1, 2017 to December 31, 2017. Employees must have been at work at least one (1) day during the reference period.
- Performance dialogue must be completed for all employees for the period under review and must be documented.