

Procedures for Implementing Salary Increases for Staff Employed under Schedule G: Temporary Librarian, Administrative and Professional Staff of the AASUA Agreement

July 1, 2019 to June 30, 2020

Increment [TLAPS Staff Member](#)

- An increment is awarded provided: a) that the evaluation of performance in the preceding year was at least satisfactory, and b) provided the staff member has received no more than five increments in the past. Additional increments may be awarded at the decision of the appointing officer.
- Salary scales for Academic Teaching Staff: www.hrs.ualberta.ca/PayandTaxInfor/SalaryScales.aspx.

Value of Increment

➤ Full-time Temporary Librarians:

\$2,176 per annum or \$2,548 per annum

➤ Part-time Temporary Librarians:

Full-time increment value pro-rated based on full-time equivalent (FTE)

➤ Temporary Professional and Administrative Staff (Full-time and Part-time):

3% of staff member's salary rate after scale adjustment has been applied

Please contact Employment Services at employment.services@ualberta.ca if you require assistance.

Increment

Multi-Year Appointments

Eligible staff members who are on multi-year term appointments should receive the service increment on the anniversary date determined on their appointment. The Department/Faculty is responsible for issuing a pay action form to increase the salary rate appropriately.

Appointments effective July 1, 2019 or later

Eligible staff members should receive the increment as part of the appointment or reappointment salary rate. The contract letter and pay action form should reflect this increased rate.

Salary scales for Temporary Librarian, Administrative and Professional Staff are managed based on evaluation levels established by Compensation and Job Design.

Please contact Employment Services at employment.services@ualberta.ca if you require assistance.

SAMPLE CALCULATIONS:

Full-Time Multi-year appointment (Professional/Administrative)

Scale adjustment:

2018 salary rate: \$70,000 per annum

If staff member is eligible for a service increment, the Department/Faculty will submit a pay action form to increase the salary rate by \$2,100 per annum (one increment = 3% of \$70,000)

Final salary rate: \$72,100 per annum

Full-time July 1, 2019 or Later Re-appointment (Professional/Administrative)

Department/Faculty submits pay action form to increase salary by scale and merit.

2018 salary rate: \$65,000 per annum

Increment (3%): \$1,950 per annum

New salary rate on contract: \$66,950 per annum