

This tip sheet is produced by Human Resources Consulting at the University of Alberta. For more information on this topic, please contact your [Employment & Pay Advisor](#) at 780-492-4555.

Reference:

Part A – Articles 9 & 21
Part B – Articles 16 & 21
Common Provisions – Article 8

Grade is determined by the work assigned.

NEW APPOINTMENT (employee **does not** currently work at the University)

Employee Type	Type of Pay	Minimum Pay	Maximum Pay	Increases in Pay
Casual 1 / Casual 1 Trust	Hourly	75% of Step 1	Step 9	<ul style="list-style-type: none"> • At the Manager's / Trustholder's discretion and at any time, an employee can be moved from a percentage of Step 1 to: <ul style="list-style-type: none"> ○ A higher percentage of Step 1 ○ Another step on the same grade • An employee can be moved from a step on grade to a higher step: <ul style="list-style-type: none"> ○ After 1 year at the Manager's / Trustholder's discretion ○ Any time prior to 1 year in extraordinary circumstances and in consultation with Employee Relations.
Casual 2 / Casual 2 Trust	Hourly	Step 1	Step 9	<ul style="list-style-type: none"> • An employee can be moved from a step on grade to a higher step: <ul style="list-style-type: none"> ○ After 1 year at the Manager's / Trustholder's discretion ○ Any time prior to 1 year in extraordinary circumstances and in consultation with Employee Relations.
Auxiliary / Auxiliary Trust Regular / Regular Trust	Hourly or Salary	Step 1	Step 9	<ul style="list-style-type: none"> • A minimum of 1 increment is granted at each performance review period, unless the employee is at Step 9 or performance is unsatisfactory. In the latter case, it is considered discipline and the formal disciplinary process applies. • Performance increments can be for one or more steps.

- At the time of appointment, an employee can be initially placed on any step of the appropriate grade.
- For casual work, the grade can be changed at any time during the appointment, providing a change in duties merits the change. Positions that have been / will be in place for more than 12 months **must** be evaluated.

CHANGES TO APPOINTMENTS (current University employees)

Transfer* (employee moves <u>directly</u> from one position at the University to another position at the same grade)	The rate of pay will be no less than the current rate of pay. When the rate of pay in the <u>new</u> position is 1 full increment higher, the performance review period will be changed to the date of transfer.
Promotion* (employee moves <u>directly</u> from one position at the University to another position at a higher grade)	The rate of pay will be at least 1 full increment higher than the current rate of pay and the performance review period will be changed to the date of promotion. (Note: specific rules apply if the next review date is within 3 months of the promotion).
Responsibility Pay, Temporary Transfer or Temporary Promotion*	See <i>Responsibility Pay & Temporary Transfers/Promotions Tip Sheet</i> . (Note: this Tip Sheet is currently under review & will be posted at a later date).
Service Bridge (Casual or Auxiliary employee rehired within 4 months of the last appointment)	May be placed on any step within the grade.
Concurrent Jobs (employee has more than one support position/job)	The rate of pay in the first job has no bearing on the rate of pay in the second job.

* does not apply to Casual 1 employees