

PROCEDURE FOR POLICY 6.2 – Compensation Plan

1. Salaries for New PMA Eligible Staff

- a) A salary above the Start Rate may be deemed appropriate in order to accommodate existing market conditions or to reflect previous related experience possessed by a candidate. Subject to this determination, and with the concurrence of the Dean/Budget Unit or designate, Human Resources may approve a starting salary up to a point equal to Job Rate.
- b) Starting salaries above Job Rate will be infrequent and must be approved by the Associate Vice-President, Human Resources.

2. Salary Action on Promotions and Upward Reclassifications and Transfers

- a) When a current PMA Eligible staff member is promoted or his/her current position is reclassified to a higher classification within the same occupational series or to one in a different occupational series which has a Job Rate greater than 5% above the former Job Rate, an increase in salary will be implemented which will bring that PMA Eligible member's salary up to the greater of:
 - i) the Start Rate of the new range, or
 - ii) to a point in the new range which will afford that employee an increase of 5% per level over his/her current salary.
- b) Where circumstances warrant consideration of a larger salary increase than those stipulated in a) above, these amounts may be exceeded by up to a further 5% of the individual's former salary upon the written recommendation and explanation of the Dean or Budget Unit Head and approval of the Associate Vice-President, Human Resources or designate.

3. Salary Action on Lateral Transfers

- a) When a current PMA Eligible staff member transfers laterally to a position that has either the same Job Rate of his/her current position or one within 5% of the Job Rate of the former position, he/she will maintain his/her annual salary and may receive a discretionary salary increase of up to 5% of the former salary upon the written recommendation of the Dean or Budget Unit Head and the approval of the appropriate Vice-President and the Associate Vice-President, Human Resources.
- b) Any lateral transfers occurring within two years of a previous lateral transfer where up to a 5% increase was applied will occur with no change in salary.

4. Salary Action on Voluntary Downward Transfer

When a current PMA Eligible staff member voluntarily transfers to another position which carries a lower classification with a Job Rate more than 5% lower than that of the former position, the salary will remain unchanged if it is within the new salary range. If the current salary is greater than the Maximum of the new range, the new salary will be the Maximum of the new range.

5. Salary Action on Involuntary Downward Reclassification

When a current PMA Eligible staff member is involuntarily transferred to another position in a lower classification as a result of the exercise of supervisory discretion, or when a PMA Eligible staff member's own position is reclassified to a lower level as a result of a formal job evaluation, his/her salary will be affected as follows:

- i) When an involuntary downward reclassification results in the current salary exceeding the Maximum of the new salary range, the salary will remain fixed until it is equalled by the Maximum of the new range, following which it will be adjusted in accordance with future adjustments in the Maximum.
- ii) When an involuntary downward reclassification or transfer results in the current salary falling within the new salary range, future adjustments will be in accordance with normal salary increase provisions.

6. Merit Based Adjustments

Progression from Job Rate to Maximum of the applicable salary range is on the basis of performance and evaluated in accordance with the [Policy 6.4 - Performance Plan and Review](#).

7. Market Adjustments

A Dean or Budget Unit Head may request a salary adjustment to accommodate market forces or ensure internal equity where a salary is anomalously low. Any such requests are submitted to the Associate Vice-President, Human Resources for approval by the President and Vice-Presidents.

8. Temporary Assignments

Human Resources must be consulted for information regarding salary for PMA Eligible employees on temporary assignments.

9. On-Call Compensation

- a) Western shall make every reasonable effort to limit on-call eligible employees to on-call periods of no more than 4 weeks in every 8 weeks.
- b) Individuals who are in the following categories and who are in a position to hire, promote and review performance of individuals are not entitled to additional on-call compensation under these procedures as they are compensated in the job evaluation plan for this accountability:
 - Salary Grade 16, 17 and 18
 - Technical 8
 - Research Scientist 3 and 4
 - Computer Services 4, 5 and 6
- c) Individuals on call will be compensated at the rate of \$1.00 per hour for every non-working hour on-call.