

Special Premium Payments and Salary Increases - Processing Protocols for Supervisors-

Purpose

The following protocols have been implemented by the University in response to Bill 16, introduced by the Provincial Government on March 25, 2010, (which can be found at: www.ontla.on.ca/bills/bills-files/39_Parliament/Session2/b016.pdf), and specifically, in response to Schedule 25 of Bill 16: the *Public Sector Compensation Restraint to Protect Public Services Act, 2010*. As currently drafted, the legislation imposes restraints on increases to compensation for certain employees at the University over a two-year period.

Scope

The following protocols apply to employees who are affected by the legislation, specifically, those employees who are **not** part of a group for which the terms and conditions of employment relating to compensation are collectively bargained. Employees of the following groups are affected:

- Senior Academic Administrative Officers (SAAO)
- The Management Group (TMG)
- Temporary
- Casual (except Casual Cleaners)
- Part-time Academic
- Clinical Faculty
- Clinical Scholars
- Post-Doctoral Fellows (FHS)
- Research Associate (Academic)
- Students (non-unionized)

Effective Date

The following protocols apply effective immediately and until further notice.

Protocols

Special Premium Payments

Prior to the processing of a Special Premium Payment for any employee to which these protocols apply (which **excludes SPPs processed under the terms of a collective agreement**), the following documents must be submitted to Human Resources Services:

- 1) A completed Certificate of Compliance (which can be found at: www.workingatmcmaster.ca/link.php?link=hris:public-services-act-2010) signed by the employee's immediate supervisor **and** the appropriate Vice-President. Where the employee's immediate supervisor and the appropriate Vice-President are the same person, the signature of the President is required; and
- 2) A completed Special Premium Payment Form (which can be found at: www.workingatmcmaster.ca/hris/forms/) signed by the appropriate Vice-President or President.
- 3) Human Resources must receive forms prior to the cutoff to be processed on the current pay. Information regarding pay cutoffs can be found at: www.workingatmcmaster.ca/hris/cutoffs/index.php

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Salary Increases

Prior to the processing of a salary increase for any employee to which these protocols apply, the following documents must be submitted to Human Resources Services:

- 1) A completed Certificate of Compliance (which can be found at: www.workingatmcmaster.ca/link.php?link=hris:public-services-act-2010) signed by the employee's immediate supervisor **and** the appropriate Vice-President. Where the employee's immediate supervisor and the appropriate Vice-President are the same person, the signature of the President is required; and
- 2) A completed Performance Management Review Form (which can be found at: www.workingatmcmaster.ca/link.php?link=comp:total-rewards-performancemgmt) signed by the appropriate Vice-President or President.
- 3) Human Resources must receive forms prior to the cutoff to be processed on the current pay. Information regarding pay cutoffs can be found at: www.workingatmcmaster.ca/hris/cutoffs/index.php

Salary increases for employees in TMG and SAAO are normally provided in accordance with the annual salary review process. Salary increases provided outside of the annual salary review process are atypical for these employees. Salary increases for other employees are determined on an individual contractual basis. No salary increases are exempt from these protocols, with one exception noted below, irrespective of whether or not such increases are provided in accordance with an annual salary review, atypically (at some other time in the calendar year) or on an individual contractual basis.

An increase in salary resulting from a change in an employee's position (e.g. a promotion) is **not** subject to these protocols.

If you have any questions regarding these protocols, please do not hesitate to contact your Human Resources representative:

Faculty of Health Sciences Human Resources

Telephone: 22207
Fax: (905) 526-6623
Email: hrlink@mcmaster.ca

HR Services for All Other Faculties/Departments
(Excluding FHS)

Telephone: 222-HR (22247)
Fax: (905) 525-8410
Email: working@mcmaster.ca