

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE UNIVERSITY OF SASKATCHEWAN  
AND  
ADMINISTRATIVE AND SUPERVISORY PERSONNEL ASSOCIATION  
RE: ASPA Merit**

On the basis of the recommendations of the Joint Merit Committee, the Association and the University jointly agree to make the following changes to the ASPA collective agreement:

Amend title: **Article 9.3.1 Annual Performance Feedback and Salary Review of Permanent, Seasonal and Eligible Term Employees** and replace with: **Article 9.3.1 Annual Performance Review of Permanent, Seasonal and Eligible Term Employees**

**Article 9.3.3 Merit**

**9.3.3.1 Merit Awards**

Merit increases may be awarded when proficiency, growth and levels of performance are considerably better than what is viewed as "normal" and recognizes exceptional contributions.

Merit increases may be provided in one of two ways – base salary increases or lump sum bonuses. Base salary increases will be added to a member's base salary providing such an increase does not exceed the maximum of the salary range. If the salary increase would cause the member's salary to exceed the maximum of the salary range, a salary increase up to the maximum of the salary range will be added to the base salary and the remainder will be paid as a lump sum bonus. Lump sum bonuses will not be added to a member's base salary.

0.35% of the total ASPA annual payroll from the previous fiscal year is allocated for salary increases. This money will be awarded to 10% of eligible ASPA members. The amount of the award will be proportional to the salary total of the ASPA members being awarded in the year.

0.45% of the total ASPA annual payroll from the previous fiscal year is allocated for lump sum bonuses. This money will be awarded to 15% of eligible ASPA members. The amount of the award will be proportional to the salary total of the ASPA members being awarded in the year.

Merit decisions are not subject to the grievance procedure.

**DELETE Article 9.3.4 Special Action (suspended for 1 July 2007 only)**  
and replace with the following new article:

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*Cl BH*  
*BZ su*  
*SS*  
*SS*

### **9.3.3.2 Merit Award Eligibility and Effective Date**

In order to be recommended for merit, a member must be in the same position, in the same department as of 1 November of the current fiscal year (coincides with the review period Article 9.3.1).

The base salary award allocation will be effective 1 July.

### **9.3.3.3 Merit Process**

The University will provide to the College Dean or Administrative Head the eligibility of ASPA members and the number of salary increase and lump sum bonus awards that can be issued in the College or Unit.

The Dean or Administrative Head is accountable for developing the unit's merit process, in conjunction with the ASPA collective agreement, and determining the decision making process for merit awards for ASPA members within their College or Unit.

A merit recommendation form must be completed with a full written rationale.

The Dean or Administrative Head is to forward all merit documentation to Human Resources by 15 June.

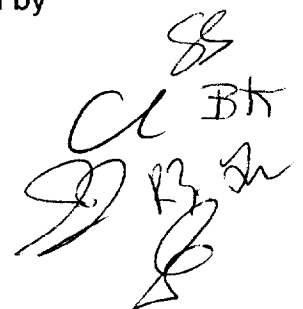
The Merit Audit Committee may request the Dean or Administrative Head to report on the College/Unit merit process in order to fulfill the audit process.

### **9.3.3.4 Merit Audit Committee**

The Merit Audit Committee (MAC), chaired by the Associate Vice-President, Human Resources, has the authority to perform a systematic assessment of the effectiveness of any College/Unit merit process. The MAC makes recommendations which will be forwarded to both the ASPA Executive and Human Resources for consideration.

Membership shall consist of four (4) representatives appointed by the Association and four (4) representatives appointed by the University one of whom is the Associate Vice-President, Human Resources.

If a member or manager is dissatisfied with the outcome of the merit process, either party may request a systematic review be conducted by the Merit Audit Committee. Requests must be forwarded to Human Resources by 15 October.



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### 9.3.3.5 Merit Utilization Statement

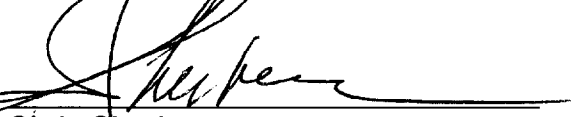
Annually, the University shall provide ASPA a report listing the allocation of merit awards that occurred in the previous fiscal year.

#### **DELETE Article 9.3.6 Salary Review Committee**


#### **DELETE MOA Joint Merit Committee**

**In witness thereof, the parties have executed the Agreement this 17th day of April, 2008**


On behalf of the Administrative and Supervisory Personnel Association (ASPA) represented by:

  
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Chris Sherban

  
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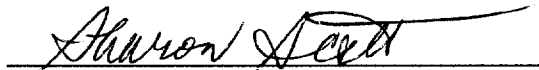
Tyler Salloum

  
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Bonnie Korthuis

  
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James Johannesson

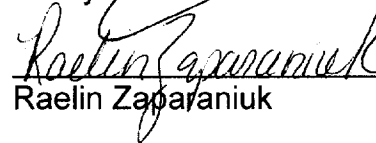
  
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Sharon Scott

On behalf of the University of Saskatchewan represented by:

  
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Cheryl Carver

  
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Raelin Zaporaniuk