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**TO:** All ASPA Members, Senior Administration, Deans, Department Heads,  
and Exempt Staff

**FROM:** Joint Merit Committee (JMC)

**DATE:** April 21, 2008

**SUBJECT:** **Final Report of the JMC (ASPA)**

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The Joint Merit Committee (JMC), comprised of representatives from the Administrative and Supervisory Personnel Association (ASPA) and the University of Saskatchewan Human Resources (HR), is pleased to announce the completion of our work as outlined in the Memorandum of Agreement RE: ASPA Merit (MOA) and the Report of the Joint Merit Committee.

It is important to note that, for this year only, the process for recommending and awarding merit for the period of May 1, 2007 - April 30, 2008 will occur in the fall of 2008. Any base salary merit awards granted will be retroactive to July 1, 2008.

The time-frame for this year:

- **May 9 & June 9, 2008:** Information Sessions will be offered for ASPA members, their supervisors and Units leaders. These sessions will provide further details on aspects of the redesigned merit process, and will offer an opportunity for question and answer sessions.
- **September & October 2008:** Workshops will be offered to assist ASPA members, their supervisors, and Unit leaders in understanding how to prepare and submit merit recommendations as well as developing decentralized decision-making structures within the redesigned merit system. The newly developed merit recommendation form will be available online.
- **October 31, 2008:** Completed merit recommendation forms must be submitted to Unit Leaders (Dean, Director, or Associate Vice-President) by this date.
- **November 21, 2008:** Using the process they have developed for determining merit award recipients within their Unit, Leaders must submit all merit

recommendations received along with the final list of merit award recipients to Human Resources by this date. Please refer to section "Stakeholders and their

- Responsibilities" of the Report of the Joint Merit Committee for further information on how to establish these processes.
- **December 2008:** After finalizing the merit award calculations, Human Resources will inform award recipients and their supervisors of the type and actual amount of their award. Salary increase awards will be retroactive to July 1, 2008, while lump-sum bonus awards will be provided on the December pay cheque. Please refer to section "Merit Amount Calculation" of the Report of the Joint Merit Committee for further information on how the merit award calculations will occur.

Beginning with the merit review period of May 1, 2008 - April 30, 2009, the process for recommending and awarding merit will conclude by mid-June, with base salary increases and lump sum bonus payments processed for the July pay cheque as has been the historical practice.

The redesigned ASPA Merit System includes a number of fundamental changes which reflect the commitment of the Joint Merit Committee to develop a process based on the principles of equity, accountability, transparency, engagement, flexibility, and effectiveness. In conclusion, the JMC thanks both the ASPA membership and the University administration for their commitment to the development of an ASPA Merit System that supports these principles.

If you have any questions, then please contact any one of:

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Sincerely,  
The Joint Merit Committee