

Frequently Asked Questions - CUPE 1975 Salary Increases for January 1, 2015

The following are the salary increases for university employees who are members of CUPE 1975 effective January 1, 2015:

(1) A 2% market adjustment to the maximum of the January 1, 2015 [wage ranges](#). Salaries that are below the wage range after the 2% increase is applied will then be adjusted to the minimum of the range for the appropriate family and phase.

(2) A 2% increment to the maximum of the January 1, 2015 wage ranges to recognize growth in proficiency from experience and a satisfactory level of performance to employees with one year of continuous service in 2014. The increment will be prorated for those members with less than 1 year continuous service in 2014 and for those who had an unpaid leave of absence or layoff exceeding thirty-one days in 2014.

If an employee's performance is rated unsatisfactory the 2% increment may be withheld. For more detailed information please refer to Article 11.3 in the [Collective Agreement](#).

Market Adjustment

Q. [Who is eligible for the January 1, 2015 market adjustment?](#)

Q. [What is the amount of the market adjustment?](#)

Q. [Will employees who were red-circled in 2014 receive the January 1, 2015 market adjustment?](#)

Q. [When would an employee receive a partial market adjustment?](#)

Q. [When will the market adjustment appear on employee's pay statement?](#)

Annual Increment

Q. [What is the purpose of the increment?](#)

Q. [Who is eligible for the January 1, 2015 increment?](#)

Q. [How is the amount of the increment determined?](#)

Q. [What is continuous service in CUPE 1975?](#)

Q. [What is the increment rate?](#)

Q. [How is the increment determined for employees on paid or unpaid leave of absence?](#)

Q. [When would an employee receive a partial increment?](#)

Q. [Are employees who are at or above the maximum of the January 1, 2015 wage range eligible for an increment?](#)

Q. [How is the increment determined if the employee changed jobs, within CUPE 1975, in 2014?](#)

Q. [How is the increment determined for employees in multiple jobs on January 1, 2015?](#)

Q. [Is there a place where employees can see how their salary has changed?](#)

Q. [When will the increment appear on the employees' pay statement?](#)

Market Adjustment

Q. Who is eligible for the January 1, 2015 market adjustment?

A. University employees who are members of CUPE 1975 in permanent, seasonal, term, recurring relief and casual jobs on January 1, 2015 who are at or below the maximum of the wage range for their family / phase are eligible for the market adjustment.

Employees on seasonal layoff and paid or unpaid leaves of absence will also receive the adjustment to their salary.

Q. What is the amount of the market adjustment?

A. Employees will receive a 2% increase to their salary up to the maximum of the January 1, 2015 wage ranges for their family and phase.

Employees who are below the wage range after the increase will then be brought to the minimum of the range for their family and phase.

Q. Will employees who were red-circled in 2014 receive the January 1, 2015 market adjustment?

A. The minimum and maximums of the wage ranges have increased effective January 1, 2015; therefore, some employees who were red-circled will no longer be red-circled after the wage range adjustment. In this instance, they will receive a market adjustment to the maximum of the new wage range.

Those employees who are still above the maximum of the 2015 wage range will continue to be red-circled and will not receive a market adjustment.

Q. When would an employee receive a partial market adjustment?

A. If the employee's wage was above the max of the January 1, 2014 wage range for their family and phase and the wage now falls within the 2015 wage ranges, a partial market adjustment will be applied to the max of the range.

Q. When will the market adjustment appear on the employees' pay statement?

A. The market adjustment will appear with the employee's pay for January 2015.

Annual Increment

Q. What is the purpose of the increment?

A. The purpose of the increment is to recognize growth in proficiency from experience and satisfactory performance to employees with greater than one year of continuous service.

Q. Who is eligible for the January 1, 2015 increment?

A. University employees who are members of CUPE 1975 in permanent, term, seasonal and recurring relief positions on January 1, 2015, who have continuous service in 2014 and are below the maximum of the wage range for their family / phase are eligible for the January 1, 2015 increment.

Employees on seasonal layoff and paid or unpaid leaves of absence are also eligible to receive an increment if they had active service in 2014.

If an employee's performance is rated unsatisfactory the 2% increment may be withheld. For more detailed information please refer to Article 11.3 in the [Collective Agreement](#).

Q. How is the amount of the increment determined?

A. The increment is calculated by determining the following:

The increment rate

The increment rate is 2% to the maximum of the January 1, 2015 wage ranges.

The continuous service date

Employees with one year of service in 2014 will receive a full increment to the maximum of the wage range. Employees with less than one year of continuous service will receive a prorated increment based upon the number of days of service in 2014.

Periods of unpaid leaves of absence or layoff

Employees on a leave or layoff greater than thirty-one days in 2014 will have their increment prorated by the number of days on leave or layoff.

Q. What is continuous service?

A. Continuous service is consecutive days worked at the University of Saskatchewan as a member of CUPE 1975 in 2014 without a break in employment. Continuous service is reset with a break of one day or a break greater than a weekend.

Q. What is the increment rate?

A. The increment rate is 2% to the maximum of the January 1, 2015 wage ranges.

Q. How is the increment determined for employees on a paid or unpaid leave of absence?

A. Employees on a *paid* leave of absence are eligible for a full increment based upon their continuous service in 2014 and will not have their increment prorated by the length of their leave.

Employees on an *unpaid* leave of absence or layoff are eligible for an increment based upon their active continuous service in 2014. If the leave or layoff is more than thirty-one days, their increment is pro-rated by the number of days on leave or layoff.

Q. When would an employee receive a partial increment?

A. If the employee's wage is close to the top (less than 2%) of the January 1, 2015 wage range for their family and phase prior to any adjustments, a partial increment bringing them to the top of the wage range is applied.

If the employee was hired within the last year and did not have a full year of continuous service, the increment is pro-rated based on the number of days of continuous service in 2014.

If the employee was on an unpaid leave or layoff of more than thirty-one days, the increment is prorated by the number of days on leave or layoff.

Q. Are employees at or above the maximum of the January 1, 2015 wage range eligible for an increment?

A. If an employee is at or above the maximum of the January 1, 2015 wage range for their family and phase, an increment is not applied. The employee will become eligible for salary increments when the maximum of the wage range for their position is greater than their salary.

Q. How is the increment determined if the employee changed jobs within CUPE 1975 in 2014?

A. The increment is based upon the employee's job and wage on January 1, 2015, prorated for continuous service and periods of leave of absence or layoff in 2014.

Q. How is the increment determined for employees in multiple jobs on January 1, 2015?

A. The increment is applied to each of the multiple jobs based upon the continuous service and leave / layoff adjustment across all multiple jobs.

Example:

An employee is in a .5 FTE job on January 1, 2014 and then starts another .5 FTE job on March 1, 2014

- The employee had full continuous service in 2014 and will be eligible for a full 2% increment on both .5 FTE jobs.
-

Q. Is there a place where employees can see how their salary has changed?

A. Salary changes can be viewed in PAWS. To access this information:

- Log onto [PAWS](#).
- Click on the **“Employee”** link, and then navigate to **“My Employment”**.

Click on the “Compensation History” link for information on the changes to an employee's salary.

Q. When will the increment appear on the employees' pay statement?

A. The increment will appear on the employee's pay statement in January 2015.

[Return to top](#)