



## Employee Remuneration Directive

### Rationale

This directive exists to provide transparency to all SAMU employees about their remuneration and benefits.

### Definitions

A **Full-time employee** is a SAMU employee who regularly works more than 30 hours per week.

A **Part-time employee** is a SAMU employee who regularly works 30 hours or less per week.

A **Market Rate employee** is a full-time employee who has reached the top of their salary range for their position. A Market Rate employee has the potential to earn more depending on the job function and current employment market conditions before becoming Red-Circled.

A **Red-Circled employee** is a full-time employee who may be paid at or above the highest pay rate for their job but is capped moving forward.

**Cost of living adjustment (COLA)** is the annual increase to an employee's salary based on the previous year's 12 month annual average (January -December) percentage change in the Alberta Consumer Price Index (CPI).

### Regulations

#### Full-time Employees

**1** A COLA is provided to full-time employees once annually in July.

**1.1** COLA will be rolled into the employee's base salary until that position has reached its Market or Red-Circled Rate.

**1.2** Market and/or Red-Circled Rate employees will be paid COLA as a one-time adjustment on their July 15 pay or spread out over their pay periods for the following two months.

**1.3** In the event that COLA is a negative number it will be regarded as a zero percent increase.

**2** A merit-based increase to an employee's salary may be provided during the employee's review process. July is the annualized date for all employees' merit adjustments.

**2.1** Employees working less than one year before the July date may have their merit prorated for the time worked.

**2.2** Market Rate and Red-Circled employees are not eligible for a merit-based salary increase.



**3** A health and dental benefit plan will be provided at SAMU's expense.

**4** A vacation benefit will be provided.

**5** A sick leave benefit will be provided.

**6** A bereavement leave benefit will be provided.

**Part-time Employees**

**7** An hourly wage is provided.

**8** Vacation pay will be provided.



## Fact Sheet

### Approvals:

First Approval – February 12, 2024

Last Approval –

**Date of Last Review:** February 12, 2024

### Source and Updates:

February 12, 2024: *Employee Remuneration* Directive approved by Directives Group motion 2024-02-12-7. Source material taken from *Employee Remuneration* Procedure.

### Related Documents and Forms:

*Leaves Directive*

*Mobile Phones Reimbursement Directive*

*Professional Development Directive*

*Vacation Entitlement Directive*