

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.



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- 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.

Deleted: and is paid out every pay period at 4%.



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Fact Sheet

Directive

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