



Employee Remuneration

Rationale

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

Definitions

A **Full-time employee** is a SAMU employee who works at least 30 hours per week.

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

A **Top of Grid** employee is a full-time employee who has reached the top of their salary grid for their position.

Cost of living adjustment (COLA) is the annual increase to an employee's salary based on the previous year's (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 salary cap.
 - 1.2** Top of Grid employees will be paid COLA as a one-time adjustment on their July 15 pay.
 - 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 annual employee review process.
 - 2.1** Top of Grid 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 – August 19, 2020

Last Approval –

Review By: August 19, 2021

Source and Updates:

August 19, 2020: *Employee Remuneration* approved by Executive Committee motion E2020-08-19-4 on the recommendation of the Procedure Sub-Committee. Procedure newly created by the Procedure Sub-Committee.

Related Documents:

Leaves procedure

Mobile Phones Reimbursement procedure

Professional Development procedure

Vacation Entitlement procedure