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INCREMENT POLICY

Annual Merit Increments

Purpose:-

This policy is in place to ensure the equitable processing of annual merits to employees; outlines the conditions under which employees will be eligible for a merit increment and outlines the roles and responsibilities of Human Resources, Department Heads, and the Executive Officers.

Policy:-

An annual merit increment is awarded, subject to performance, to eligible support on April 1st of each year.

Procedure:-

Eligibility-

Support Employees-

- A. Permanent employees including those who have successfully completed their probationary period prior to April 1st.
- B. Permanent employees who have served at least three months of the probationary period as of April 1st may be eligible retroactively upon the successful completion of the probationary period.
- C. Temporary employees who become permanent and have six months service at April 1st may be eligible retroactively upon successful completion of the probationary period.
- D. Temporary support employees who have been in the continuous service of the university for at least six months.

➤ Merit Increments and Promotion:-

When an employee is awarded an annual merit increase on April 1st and at the same time is promoted to a higher salary scale the following will apply:

- 1.If the employee receiving the merit increase and promotion on April 1st is still below the minimum of the higher salary range to which that person has been promoted, the person's salary will be adjusted to the minimum of the higher range.
- 2.If the merit increase moves the employee into the new salary range no other increase will apply.
- 3.If the employee's salary is already within the new salary range (i.e.: the overlap area) the normal merit increase will apply.

	Approved by Director
Name	
Signature	

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Casual employees are not eligible for annual merit increments.

Merit increments shall not remove employees from their rank, nor from the salary range to which their position is assigned.

Leaves of Absence:-

1. Employee must have at least three months active service during the assessment year to be considered for a merit increment.

2. **Where an employee is on leave at April 1st, the merit increment will be withheld until the employee returns from leave as follows:**

A. In case of an unpaid leave of absence, the merit will apply upon the date of return to work.

B. In the case of a paid leave of absence, the merit will apply on return to work, retroactively to April 1st.

Process:-

1. Human Resources send information on annual merit increments to all Department Heads.

2. Department Heads submit their recommendations for merit increments to the appropriate Executive Officer.

3. The Executive Officer reviews the merit increments with the Department Head and makes adjustments as necessary. The Executive Officer takes the final recommendations to Executive Group for approval.

4. Executive Group will notify Human Resources and department heads of final merit decisions.

5. Department Heads are to verbally notify employees who will not be getting a merit and for academics in higher ranks of any merit given.

6. Human Resources will provide formal notification of merit increments to employees.

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