

Promotions and Position Upgrades

Policy

An employee will receive a promotion and related salary increase when they are appointed to a vacant position which is a higher grade, or when their current position is re-evaluated and assigned a higher grade.

Procedures

1. Grades 2 to 9:

Upon promotion, an employee's salary will be increased to the greater of the following amounts:

- to the minimum of the new salary grade range, or
- by an amount equal to 5% of their current salary for each grade moved up, but not beyond the maximum of the range.

Where a 5% increase results in a salary between range steps, the salary will be moved to the next higher step in the range but not beyond the maximum of the range.

2. Grades 10 to 14:

Upon promotion, an employee's salary will be increased to the greater of the following amounts:

- between the minimum and the mid-range of the new salary grade range, based on type and length of relevant experience, or
- by an amount equal to 5% of their current salary for each grade moved up, but not beyond the maximum of the range.

3. This policy applies to:

- continuing/term and research grant and contract positions upgraded through re-evaluation
- continuing/term and research grant and contract staff appointed to higher graded continuing/term positions.

4. Salaries for continuing/term staff and research grant and contract staff appointed to higher graded contract positions, normally will be the applicable salary grade minimum for the position. However, in cases where funding is available, the above policy may apply.

Note: Funding of an upgrade resulting from the re-evaluation of a position is the responsibility of the department head and/or the dean or vice-principal.