



General Economic Increases and Scale Compression FAQs

Non-bargaining, management and professional, leadership group and senior administrative management salary scales

When did the Board of Regents approve salary increases and who will receive them?

At its meeting on Dec. 7, 2023, Memorial University's Board of Regents approved general economic increases for non-unionized employees who are paid on the leadership group (LG) and senior administrative management (SAM) pay scales. General economic increases were approved for non-bargaining (NB) and management and professional scales (MPS) at the Oct. 18, 2023, meeting of the Board of Regents. These increases are in alignment with the public sector template and unionized Memorial application.

I'm in one of these groups. What am I getting?

These groups will receive the following: two per cent effective April 1, 2022; two per cent effective April 1, 2023; two per cent effective April 1, 2024, and two per cent effective April 1, 2025. These employees will receive a one-time, prorated \$2000 recognition bonus.

When will I receive the raise on my paycheque?

The payroll division of the Department of Human Resources anticipates NB and MPS will receive their pay increases on the Dec. 14, 2023 payroll and LG and SAM employees will receive their pay raises on the Jan. 25, 2024 payroll.

When will I receive my recognition bonus and back pay?

The payroll division of the Department of Human Resources anticipates the recognition bonus for NB and MPS employees will be processed on the Jan. 25, 2024 payroll with retroactive pay issued with the Feb 8, 2024 payroll. LG and SAM recognition bonuses will be processed on the Feb. 8, 2024 payroll and the LG and SAM retroactive pay will be issued with the Feb. 22, 2024 payroll.

I started working at Memorial earlier this year. Do I qualify for the recognition bonus?

The Board of Regents approved the NB and MPS recognition bonus on Oct. 18, 2023 and the LG and SAM recognition bonus on Dec. 7, 2023. If you worked at Memorial during the 12 months leading up to these dates (NB and MPS – Oct. 18 and LG and SAM – Dec. 7) and were still employed as of those dates you qualify on a prorated basis. It will be prorated based on the amount of time worked during this period. For example, if you worked full-time for the 12 months, you will receive the full \$2,000. If you worked full-time for six of those months you

would receive \$1,000 and so on. If you worked part-time, it would be based on the part-time hours worked.

I worked at Memorial for part of the year but retired/left for another opportunity. Do I qualify for the recognition bonus?

If you worked at Memorial but retired, you qualify for the prorated recognition bonus for the period of time you worked during the 12 months leading up to Oct. 18 for NB and MPS and Dec. 7, 2023 for LG or SAM. The Payroll Team will identify these individuals and process a prorated recognition bonus.

Individuals who left the employment of the university for other reasons (ex: resigned or other terminations) are not entitled to the recognition bonus unless they were actively employed at Memorial in a NB or MPS role on Oct. 18 or a LG or SAM role on Dec. 7, 2023.

How many employees are eligible to receive these increases?

In total, approximately 112 LG and SAM employees and 1150 NB and MPS employees will be eligible to receive the wage increases.

What does scale compression for NB and NAPE involve?

In alignment with the recent compression of the CUPE scales, the 36-step salary scale structure for NB and NAPE staff will result in step 18 of the range becoming the new scale floor, with step 36 remaining as the maximum. For NB staff this change in scale structure was effective as of the Board of Regents approval on Oct. 18, 2023. For NAPE staff this change was effective as of the Board of Regents approval on Dec. 7, 2023.

The scale compression for NB staff was processed with the Dec. 14, 2023 payroll and the retro pay for these employees will be processed with the Feb. 8, 2024 payroll.

The scale compression for NAPE staff will be processed with the Jan. 25, 2024 payroll and the retro pay will be processed for these employees with the March 7, 2024 payroll.

How is compensation determined at Memorial?

In determining compensation amounts, Memorial balances the need to attract and retain talent, its commitment to advancing the social, cultural, health and economic vibrancy of Newfoundland and Labrador, and the need for equity and financial stewardship in the payment of salaries.

For unionized staff, compensation amounts are determined based upon negotiated collective agreements and a formalized job evaluation program. All staff positions at Memorial are subject to a formal job evaluation using the AIKEN system which determines the appropriate classification and level of the position based upon a number of criteria. Levels are then assigned

to a salary scale which is negotiated during the collective bargaining process.

For non-unionized staff, compensation practices are detailed within Memorial's *Compensation* policy which is available [here](#). The *Compensation* policy for non-unionized groups is designed to pay salaries that will attract and retain qualified personnel who can perform the work necessary for the successful operation of the university, maintain equitable relationships amongst internal positions with similar requirements and maintain uniform administration of salaries across broad occupational groups.

Salary scales for non-unionized positions are created based upon detailed market analysis of the applicable market.

I have additional questions, who should I contact?

Questions about this subject should be referred to the Human Resources manager listed below for your location.

- [Roxanne Jackson](#), manager, HR client and advisory services, St. John's campus
- [Janet Norman](#), HR manager, Faculty of Medicine
- [Marsha Hiscock](#), HR manager, Marine Institute
- [Jennifer Watton](#), HR manager, Grenfell Campus
- [Sheneen Young](#), HR manager, Facilities Management