

2024 ASPA MERIT PROGRAM HIGHLIGHTS

SALARY – BASE SALARY INCREASES



Differential Increment Salary Increase

ASPA employees earn up to a **2.0%** increment base salary increase depending on their salary range quartile

i *Annually on May 1, all ASPA employees will receive a salary increase based on a differential increment percentage dependent upon which salary range quartile the employee's salary is located. An increment calculation example is provided in the ASPA Merit Leader's Guide.*

MERIT – ONE-TIME PERFORMANCE BONUSES


ONE-TIME PERFORMANCE BONUS POOL

- Unit bonus pools total roughly 1.00 per cent of the unit's eligible ASPA payroll
- Combined USask ASPA merit budget totals nearly \$1 million
- Award amounts ranging from \$1,000 to 8 per cent of salary
- Award distribution is expected to be between 25 and 50 per cent of eligible employees

There is no pool available for base merit awards (increase to annual salary awards)

RESPONSIBILITIES

UNIT LEADER

- Make recommendations or delegate award decisions and ensure complete unit award amounts are submitted by the deadline:
 **One-time Performance Bonus – June 14, 2024**
- Ensure one-on-one communications between your unit's people leaders and their employees about salary changes and outcomes of the **One-time Performance Bonuses** to both recipients and non-recipients.

HR SBA

- Support the unit's merit process.
- Act as a primary contact point between Compensation and the unit.
- Assist unit leaders with communication to their employees.

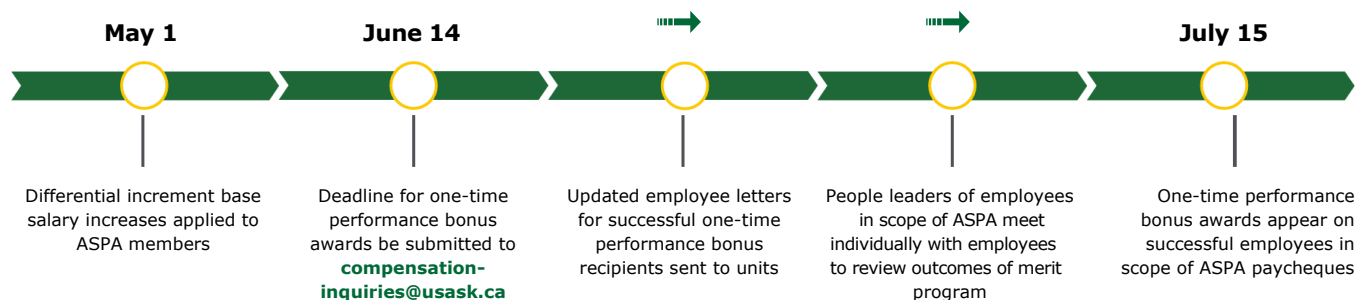
KEY MESSAGES

It is the responsibility of a leader to help implement and communicate these changes to their staff. This program is intended to support the achievement of the following objectives:

- 1 external and internal market competitiveness
- 2 financial sustainability of our total rewards programs
- 3 supporting a high-performance culture

Overall, our total rewards elements of salary and benefits for USask employees in the scope of ASPA are very competitive in the broader employment market as measured against other Canadian universities and relevant competitive markets.

IMPORTANT DATES



ACTIONS REQUIRED

 **June 14, 2024**

One-time Performance Bonus Award Submission Deadline

Submit award allocation spreadsheets to: compensation-inquiries@usask.ca

Only the spreadsheet containing One-time Performance Bonus award amounts to employees in-scope of ASPA needs to be submitted. Any other documents used during the merit process should be retained but are not required to finalize award amounts.