**Just-in-time: Special Salary Increases**

What follows are the answers to the most common questions received by our office regarding Special Increases. Please see article 17 of the collective agreement, [2023 – 2027 Collective Agreement](https://careers.usask.ca/agreements/documents/usfa/agreement-2023-27/2023-2027-usask-usfa-collective-agreement.pdf) for further information.

# **What is the difference between a Career Development Increase (CDI) and a Special Increase?**

## Career Development Increase

Given in recognition of added experience, ability and scope of responsibilities. They are granted to all employees whose duties are performed at a level of competence acceptable for each rank and who are eligible

## Special Increase

May be awarded to an employee who has demonstrated excellence in one or more of the certain categories as listed in article 17 (Salary Review).

# **What is the process for awarding Special Increases?**

Below is a table depicting the process. Each college and unit are provided with an allocation of special increase awards based on a formula (described below). Initially, and by June 30, the DH (or Dean of a non-departmentalized college) shall advise the candidate to provide their case. By September 1, the candidate shall have provided their case to the DH (or Dean of a non-departmentalized college).

On an annual basis each department will establish a Department Salary Committee, chaired by the Department Head (DH). The department committees will allocate special increase awards after meeting and reviewing the applications, and at the same time, make a recommendation for additional special increase to the College Review Committee (CRC). The DH is required to have met with each department member and communicated the results of the committee's decisions by November 30th.

Next, the CRC will convene (this is where the process for College Salary Committees begins for non-departmentalized colleges) to consider the recommendations from the departments alongside the applications. In addition to allocating their Special Increase awards, they will also make recommendations for additional Special Increases to the President’s review committee (PRC). By January 31, applicants will have been informed.

The PRC will then convene to consider recommendations from the College Salary Committees alongside the applications and allocate their Special Increase awards (sum equivalent to 30 CDI’s). By March 31st decisions must be communicated to the President who shares the information with the Board of Governors.

A diagram of a process

Description automatically generated

# **How much are special increase awards? How many can I get?**

A Special Increase having a value equal to 0.5, 1.0, 1.5, or a maximum of 2.0 times the value of a Career Development Increase, may be awarded to an employee.

Special Increases shall be paid retroactively to the preceding July 1 of each year.

The sum of money to be available for Special Increases shall consist of:

1. The sum of money distributed among the Departments and non-departmentalized Colleges shall be equivalent to 150 Career Development Increases. If the Department Committee does not award the entire sum, any funds remaining in this allotment shall be allocated to the College Review Committee;
2. The sum of money distributed among the Colleges shall be equivalent to 120 Career Development Increases. If the College Salary Committee and College Review Committee do not award the entire sum, any funds remaining in this allotment shall be allocated to the President’s Review Committee;
3. The sum of money equivalent to 30 Career Development Increases shall be available for award by the President’s Review Committee. If the President's Review Committee does not award the entire sum, any funds remaining in this allotment shall be proportionally allocated to be used in the subsequent year’s salary review process.

The library shall be considered a non-departmentalized College.

# **Who serves on the Salary Review committees?**

## Department Salary Committee

* Each department shall annually establish a Department Salary Committee chaired by the Department Head.
* The committee shall consist of the chair and a minimum of three eligible employees of the department.
* Eligible employees include those holding probationary, tenured, continuing status, or term appointments if the term of appointment is for more than one academic year and there is at least another academic year remaining in the term of appointment at the time of appointment to the committee.
* If the Department is unable to constitute a committee with the minimum number of members, the committee shall consist of all eligible employees of the department.
* A committee member whose own case is considered shall still participate on the committee, except that when the committee member’s own case is considered the committee member will be excluded from the proceedings of the committee.

## College Salary Committee

* Each non-departmentalized College shall annually establish a College Salary Committee chaired by the Dean.
* The committee shall consist of the chair and a minimum of three eligible employees of the College.
* Eligible employees include those holding probationary, tenured, continuing status, or term appointments if the term of appointment is for more than one academic year and there is at least another academic year remaining in the term of appointment at the time of appointment to the committee.
* A committee member whose own case is considered shall still participate on the committee, except that when the committee member’s own case is considered the committee member will be excluded from the proceedings of the committee.

## College Salary Committee for Department Heads and Assistant Deans

* Each College shall establish annually a College Salary Committee for Department Heads and Assistant Deans chaired by the Dean.
* The Committee shall consist of the chair and a minimum of three Department Heads and/or Assistant Deans.
* In the event that the College is unable to constitute a committee with the minimum number of members, the committee shall consist of all eligible Department Heads and Assistant Deans.
* A committee member whose own case is considered shall still participate on the committee, except that when the committee member’s own case is considered the committee member will be excluded from the proceedings of the committee.
* The College Salary Committee for Department Heads and Assistant Deans may delegate its powers to one or more subcommittees. A subcommittee shall consist of the Dean as chair and a minimum of two Department Heads and/or Assistant Deans.

## College Review Committee

* For departmentalized Colleges, the membership of the College Review Committee shall be the same in the case of salary recommendations as in the case of tenure.
* A committee member whose own case is considered shall still participate on the committee, except that when the committee member’s own case is considered the committee member will be excluded from the proceedings of the committee.
* The College Review Committee may delegate its powers to one or more subcommittees. A subcommittee shall consist of the Dean as chair and a minimum of two other members of the College Review Committee.

## President's Review Committee

* The President's Review Committee shall be composed of four employees, the Vice-President Academic and Provost who shall be chair, two other academic officers appointed by the President, and two Association observers.
* The four employees shall be chosen annually by lot from the Appeal Panel (Article 16.3.5.1). They shall be restricted to employees who are not currently members of a Department or College Salary Committee or a College Review Committee and who hold appointments with tenure or continuing status.

# **What are the deadlines associated with special increase?**

The following dates for completion of the work of the committees shall apply, unless the Joint Committee for the Management of the Agreement directs otherwise:

1. the period under review ends on June 30 of the academic year prior to the one in which the review takes place;
2. by June 30, the Department Head (or Dean of a non-departmentalized College) shall have advised the candidate to provide such information as the candidate wishes to introduce in support of the candidate's own case. The information should refer to the categories in Article 17.2;
3. by September 1, the candidate shall have provided to the Department Head (or Dean of a non-departmentalized College) such information as the candidate wishes to introduce in support of the candidate’s case;
4. by November 30, the Department Head shall have met with each employee to discuss the salary recommendation as described in Article 17.5.2 and the department committees shall have considered all salary reviews, made awards where appropriate, submitted their recommendations to the College, and informed employees in the department of rankings, awards and recommendations, as well as the reasons for awards and recommendations;
5. by January 31, College Review Committees in departmentalized colleges shall have considered all salary reviews, made awards where appropriate, submitted their recommendations to the President’s Review Committee, informed individual employees of decisions and recommendations, and submitted decisions to the President for the information of the Board;
6. by January 31, the Dean of non-departmentalized colleges shall have met with each employee to discuss the salary recommendation as described in Article 17.5.2 and the College Salary Committee shall have considered all salary reviews, made awards where appropriate, submitted their recommendations to the President’s Review Committee, informed employees in the College of rankings, awards and recommendations, as well as the reasons for awards and recommendations, and submitted its decisions to the President for the information of the Board;
7. by February 28, any employee wishing to appeal a decision of a Salary Committee or College Review Committee shall have submitted the appeal to the secretary of the President's Review Committee;
8. by March 31, the President's Review Committee shall have considered all cases before it and submitted its decisions to the President for the information of the Board.

# **Who is eligible to apply for a Special Increase?**

Any faculty member or librarian included within the scope of the certification order of the Saskatchewan Labour Relations Board.

# **What kind of performance can be considered for a Special Increase? Is a Special Increase only allocated for excellence in research and scholarly work?**

Special Increase awards are not only for excellence in research and scholarly activities. A Special Increase may be awarded to an employee who has demonstrated excellence in one or more of the categories:

## Teaching

A Special Increase may be awarded to an employee for excellence in teaching.

## Research and Scholarly Work

A Special Increase may be awarded to an employee for excellence in the following types of research and scholarly work:

* + Publication-Publication, or receipt of a letter accepting a finished manuscript for publication, are grounds for recommending an employee for a Special Increase. The size of the Special Increase should reflect the amount of time necessary to produce the publication, as well as the academic special increase of the work.
  + Unpublished Work-Unpublished research or scholarly work are grounds for recommending an employee for a Special Increase if it is established that the work has academic special increase and that there is no appropriate publication outlet for a particular subject matter, or that the work is of a kind that may not normally lead to peer-reviewed publication, such as engineering design**;** software**;** patentable inventions**;** or impactful community engaged research**,** scholarly**,** or artistic work.
  + Artistic Work- Artistic creations and performances are grounds for recommending an employee for a Special Increase, where this is appropriate to a discipline.

## Practice of Professional Skills

A Special Increase may be awarded to an employee for excellence in the practice of professional skills.

## Extra University Work and Public Service

A Special Increase may be awarded to an employee for excellence in outreach and engagement, clinical service, committee work, or public service, provided the following criteria are met:

* 1. The work is outside of the assigned duties of the employee, as specified in the employee's letter of appointment or by past practice. Employees in clinical departments would not special increase a Special Increase for their assigned outreach or clinical work within this category;
  2. The work is not done for extra pay that is more than a nominal fee. An employee who is paid more than a nominal fee to do extra work by government or a public agency would not normally satisfy this criterion.

## Administrative Work

A Special Increase may be awarded to an employee with administrative duties, other than duties associated with a Department Head or Assistant Dean.

## Administrative Service as a Department Head or Assistant Dean

A Special Increase may be awarded to a Department Head or Assistant Dean for administrative service as a reward for excellence in serving the department, or College.

## Improvement in Academic Qualifications

A Special Increase may be awarded to an employee who has improved their academic qualifications by completing a degree, course of study, or similar program.

## Offer of Employment from a Comparable Institution

A Special Increase may be awarded to an employee who has received an offer of employment from a comparable institution. Such an offer normally would be in writing.

## Performance of the Full Range of Assigned Duties

A Special Increase may be awarded to an employee when excellence in performance of assigned duties has been demonstrated through the combination of two or more categories listed above.

## Improvement and Development

A Special Increase may be awarded to an employee demonstrating significant improvement or development in the categories listed above for reasons acceptable to the Department Salary Committee or the College Review Committee.

## Service to Clinical Programs

A Special Increase may be awarded to an employee for demonstrated excellence in and impact of assigned service to clinical programs.

## Indigenization, Decolonization, and Reconciliation

A Special Increase may be awarded to an employee for excellence in Indigenous advocacy, Indigenous community work or engagement, Indigenization and reconciliation, decolonization, or fostering respectful relationships with Indigenous communities.

# **Do outgoing or incoming department heads (DH) apply to the DH pool, and who sits on the DH special increase committee?**

To ensure any conflict is removed, incoming department heads apply to the DH pool.

Each College shall establish annually a College Salary Committee for Department Heads and Assistant Deans chaired by the Dean.

The Committee shall consist of the chair and a minimum of three Department Heads and/or Assistant Deans.

In the event that the College is unable to constitute a committee with the minimum number of members, the committee shall consist of all eligible Department Heads and Assistant Deans.

A committee member whose own case is considered shall still participate on the committee, except that when the committee member’s own case is considered the committee member will be excluded from the proceedings of the committee.

The College Salary Committee for Department Heads and Assistant Deans may delegate its powers to one or more subcommittees. A subcommittee shall consist of the Dean as chair and a minimum of two Department Heads and/or Assistant Deans.

# **Can I appeal against the committee’s decision?**

Yes, through the Right of Appeal, an employee, or the employee's Dean in support of the employee, is entitled to appeal the employee's salary award only to the President's Review Committee, and only in writing.

# **Can I apply for a Special Increase for performance over multiple years?**

Yes, a Special Increase award may be based on accumulated performance over a period of years which, when regarded altogether, may merit a Special Increase.

# **How do committees compare applications: multiple vs. single years, research vs. teaching vs. performance across numerous categories?**

It is accepted that the criteria for the award of Special Increases may differ from Department to Department and from College to College as a result of unique aspects or expectations of the discipline that may be internal and/or external to the University.

Standards for the award of Special Increases shall be established in accordance with the following provisions and the provisions of Article 17.3.

# **Is assignment of duties a consideration? Should the research performance of research chairs be considered alongside faculty with higher teaching duties?**

A Special Increase may be awarded to an employee when excellence in performance of assigned duties has been demonstrated as in alignment with the collective agreement.

It is the responsibility of the salary committees to propose standards of performance for the award of Special Increases.