



**BRANDON
UNIVERSITY**

**EXEMPT STAFF
EMPLOYMENT
HANDBOOK**

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PREAMBLE

The terms and conditions presented in this handbook have been approved by the Board of Governors, and are subject to change.

This Handbook will familiarize members of Exempt Staff with the University's personnel policies, practices, benefits and employment conditions applicable to them. It is intended as a guide only, and does not take precedence over specific decisions of the Board of Governors, or legal documents/contracts such as master insurance agreements, and is subject to administrative interpretation and application. Any questions or concerns regarding interpretation or application of any of these terms and conditions should be referred to the Chief Human Resources Officer, Human Resources .

This Handbook is not applicable to employees who are covered under the provisions of a collective agreement. Refer to Human Resources for further clarification.

Reference is made to the general provisions of the University Retirement Plan and Group Benefit Plans, which are described in greater detail on the Human Resources web-site at:

<http://www.brandonu.ca/Administration/HumanResources>

DEFINITIONS AND NOTES

Christmas - New Year's Day period – the days in late December during which the University is shut down that would normally be designated as work days and that are not designated as holidays.

Exempt Staff - employees who are not members of one of the four certified bargaining units and whose positions are classified as Academic Administrators (AA), Managers and Professional Officers (MPO) or Excluded Support Staff (ESS).

Service - the cumulative calendar time spent by an employee performing duties assigned by the University.

Terms and Conditions of Employment - most of the terms and conditions of employment for various groups of Exempt Staff are referenced to those for two certified units, Brandon University Faculty Association (BUFA) and Manitoba Government Employees Union (MGEU). Thus, as the provisions of the BUFA and MGEU collective agreements change, parallel changes will occur to the terms and conditions applicable to Exempt Staff.

Year - the (fiscal) year, April 1 to March 31.

EXEMPT STAFF POSITIONS

ACADEMIC ADMINISTRATORS	MANAGERS & PROFESSIONAL OFFICERS	EXCLUDED SUPPORT STAFF
Director, Campus Manitoba	Accountant	Payroll Administrator(s)
Dean, Faculty of Arts	Director, Advancement & Alumni Affairs	Purchasing Officer
Dean, Faculty of Education	Director, Marketing Communications	Senior Administrative Assistant (HR)
Dean, Faculty of Health Studies	Marketing Communications Officer	Administrative Assistant – President's Office
Dean, School of Music	Manager, Research Services	Administrative Assistant – Administration and Finance
Dean, Faculty of Science	Development Officer	
	Director, Business Operations	
	Director, Financial & Registration Services	
	Chief Human Resources Officer	
	Director, Information Technology Services	
	Director, Recruitment & Retention	
	Director, Indigenous People Centre	
	Director, Physical Plant	
	Director, Institutional Data & Analysis	
	Ancillary Services Manager	
	Diversity & Human Rights Advisor	
	Human Resources Officer	
	Learning & Organizational Development Program Manager	
	Supervisor, Buildings & Grounds	
	Manager, Food Services	
	Sexual Violence Education & Prevention Coordinator	
	Safety & Health Officer	
	Residence Manager	
	Supervisor, Maintenance	
	Manager, Executive & Board Operations	

	Administrative Officer to the Vice-President (A&P) and Research Ethics Officer	
	Manager, Payroll	
	Univeristy Registrar	
	Manager, E-Campus	
	Dean of Students	

APPOINTMENTS

All appointments to Exempt Staff positions are "at the pleasure of the University" and would normally be recruited via the University's open recruitment process and/or as described in applicable Board of Governors policies. Appointments to AA positions are term, while appointments to MPO and ESS positions may be term or continuing.

A term appointment is for a specific period. The term may be specified as "renewable", indicating that there is an expectation, but not a commitment, that, subject to satisfactory performance of the incumbent, the continuing need for the position, and the availability of funds, the appointment will be renewed upon expiration. In the case of a renewable term appointment, the University shall give six months written notice of renewal or non-renewal of appointment to AA or MPO, and three months written notice to ESS.

A continuing appointment is without specific time limitations. The continuation of this appointment is subject to satisfactory performance of the employee, the need for the position, and the availability of funds. Continuing employment may exist, while assignment to a position may change from time to time dependent on the University's needs and the qualifications, abilities and interests of the individual.

Temporary/Casual appointments may be made from time to time, but there is no expectation of continuing employment.

PROBATIONARY PERIOD

Term appointments to AA positions will normally require a probationary period of twelve months of service, and MPO and ESS positions will require six months to one year of service. During the probationary period, the University or the employee may terminate the appointment upon giving the other party written notice of termination. The minimum required notice periods will be what is required under Employment Standards legislation.

TERMINATION OF EMPLOYMENT

Termination Notice

Termination notice during the probationary period is described on the previous page.

An employee who intends to resign subsequent to the probationary period, must send a formal letter of resignation to their area head, with a copy to the Chief Human Resources Officer, Human Resources before the proposed date of resignation. In the case of AA positions the notice period preferred is six (6) months, for MPO positions the notice period preferred is two months, and for ESS positions, the preferred notice period is one month. However, in all cases the minimum notice period required is that which is set out in Employment Standards. These notice periods are expected to be exclusive of any unused vacation entitlement.

Severance Pay

This provision is not applicable during probationary periods, to terminations for cause or to expiry of term appointments.

If Exempt Staff reductions are necessary due to redundancy, technological change, financial exigency, program changes and deletions, or for other non-culpable reasons, the Exempt Staff member affected shall be given at least the minimum written notice of termination, or pay in lieu of such notice, as provided in the Employment Standards legislation.

Furthermore, should the University determine that staff reductions (as outlined above) are necessary, AA and MPO shall be entitled to severance pay of six months' salary, plus one month's salary for each full year of service beyond three years to a maximum of six months salary. (This provision is not applicable to AA with underlying academic appointments returning to those appointments.) ESS shall be entitled to three months' salary, plus one-half month salary for each full year of service beyond one year to a maximum of three months' salary.

Retiring Allowance

MPO and ESS will be eligible for a Retiring Allowance. Currently that provides that a retiring employee who is over 55 years of age and has at least 10 years of service with the University shall receive, upon retirement, one week's salary (at the final rate of pay) for each year of service to a maximum of 15 weeks' salary.

Death

Human Resources should be notified immediately in the event of the death of an employee. Advice and assistance in completing claims for group life insurance, pension refunds, and, if applicable, travel accident insurance. In addition, dependents and beneficiaries are advised to seek professional advice on general estate matters.

As a death benefit, the University will pay three months' salary to the employee's estate.

Termination Procedures

Upon termination of employment, the final salary payment will be issued by the Payroll Department on the normal payroll date. The payment will not be issued until all material and financial obligations to the University have been satisfied. Such obligations may include, among others, amounts owing to the University, books borrowed from the Library, equipment on loan, university equipment maintained off campus, keys issued, and outstanding travel advances.

PROFESSIONAL DEVELOPMENT

Brandon University is committed to encourage and support its employees in their professional and career development.

Tuition Waiver

Excluded Support Staff (ESS) and their dependents are eligible for tuition waiver, including program fees, for credit courses taken at Brandon University. The written request and supervisor approval should then be sent to the Chief Human Resources Officer, Human Resources, prior to registration, indicating their student number and the name and number of the course(s) in which they plan to register.

Managers and Professional Officers (MPO) and their dependents are eligible for tuition waiver ([Tuition Waiver Policy](#)). The cost of program fees will be covered for employees only.

For employees hired after April 1, 2015 the tuition waiver eligibility will be effective the first of the month following 30 calendar days of employment.

To be eligible a dependent must be registered as a dependent under the employee's certificate number through the Brandon University extended health benefits plan.

A completed copy of the [Tuition Waiver Application](#) must be submitted to Human Resources for verification and processing prior to the start of the term. The Tuition Waiver will not be backdated. An application for tuition waiver must be received for each academic session (Fall, Winter & Spring/Summer) within an academic year. A separate application must be submitted for each student within a family unit.

Professional Development Allowance

The University will make funds available to all Exempt Staff (on a full-time equivalent basis) to be used for professional development.

AA will be eligible for Professional Development Allowance consistent with the provisions of the BOG Policy for *Academic Administrators Excluded from BUFA*.

MPO will be eligible for Professional Development Allowance consistent with BUFA (\$2,000.00 per year) and ESS will be eligible for one-quarter of the BUFA allowance (\$500.00 per year). These funds are made available for the purpose of seminar, workshop or conference attendance relevant to each employee's position; or for the purpose of purchasing books, general supplies or equipment which the individual feels would benefit them professionally, and the University. Items so acquired shall be the property of the University, shall be included in the area's inventory and shall be available to other employees. Professional Development funds shall be administered by the supervisor and any expenditure or request for expenditure must be authorized in advance by the supervisor.

The funds may be expended only in accordance with University regulations and at no time may be used for any purchase or expenditure which would be a taxable benefit to the employee. Any amount remaining in the account at the end of the year shall be carried forward into that employee's name for the following year, for a maximum accumulation of two years, as long as the employee remains an employee of the University. Any funds that are unspent by the employee after two (2) years shall be placed in a separate fund, one for each department, and made available to all employees of that department for the purposes of individual or collective professional development. These funds shall be administered by the supervisor, in accordance with policies similar to those established in Appendix H.1 of the BUFA Collective Agreement and will be released beginning April 1st of any given year. No employee may receive more than one thousand dollars (\$1000) from this fund in any given year. Any unspent monies that may remain from this fund at the end of the fiscal year shall be carried forward, to be disbursed for professional development purposes in subsequent years.

RELOCATION ALLOWANCE

The University shall reimburse AA and MPO who are required to relocate to commence employment at Brandon University for the actual costs incurred in the relocation. The University must approve the move. Total relocation allowance to a maximum of 1/12 of annual salary, or \$4,500, whichever is greater, will be paid for eligible expenses per Revenue Canada guidelines. Should the employee terminate his/her employment before serving two years, the employee may be required to reimburse the University a pro-rated amount of this allowance.

Travel expenses, using the standard "Brandon University Travel and Business Expense Claim" form should be submitted to the supervisor for approval.

This provision is generally not applicable to employees appointed to ESS positions.

HOLIDAYS

The University recognizes the following 11 holidays:

- New Year's Day
- Louis Riel Day
- Good Friday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

ANNUAL VACATION

AA are entitled to six weeks of vacation inclusive of the designated vacation days between Christmas and New Year's, per the BUFA Collective Agreement.

MPO and ESS:

The vacation year upon which entitlement is earned is the previous April 1 to March 31. Part-time employees will earn vacation on a pro rata basis.

MPO are entitled to vacation as follows, plus the Christmas-New Year's Day period:

An employee who has completed twelve (12) full calendar months of service as of March 31st shall receive twenty (20) working days vacation.

An employee who has completed five (5) years of service as of March 31st shall receive twenty-five (25) working days vacation.

An employee who has completed ten (10) years of service as of March 31st shall receive thirty (30) working days vacation.

ESS are entitled to vacation per the MGEU Collective Agreement. Currently these provisions are:

An employee who has completed twelve (12) full calendar months of service as of March 31st shall receive sixteen (16) working days vacation.

An employee who has completed two (2) years of service as of March 31st shall receive twenty-one (21) working days vacation.

An employee who has completed nine (9) years of service as of March 31st shall receive twenty-six (26) working days vacation.

An employee who has completed nineteen (19) years of service as of March 31st shall receive thirty-one (31) working days vacation.

In cases where employment with the University has been interrupted, the re-entering person's vacation entitlement may be adjusted, on a case by case basis, by the Chief Human Resources Officer, considering factors such as length of previous employment, length of absence, relative experience during absence and classification of re-entry position. As a general guideline, each year of prior University service for a re-entry person will count as one-half a year of service in the re-entry position. In no case will this credit be for more than five years.

All vacation entitlements for MPO and ESS will be calculated and reported as earned. All absences, which are to be charged to vacation entitlement, must be reported immediately upon return to work.

Vacation is normally taken after it is earned, and the employee is expected to use the entitlement by the end of the year following the year in which it is earned. It is the responsibility of the employee and Supervisor to ensure that a vacation is taken as it is earned. Scheduling of vacation is the responsibility of the Supervisor and, wherever possible, in consideration of the wishes of the employee.

Notwithstanding the above, an employee may, with the written permission of the Supervisor, carry over up to one week of vacation entitlement from one year to the next under special circumstances. The employee then is expected to use all annual entitlement in the year into which vacation is carried forward. It is imperative that all usage of vacation entitlement be reported in a timely manner to ensure accurate and up to date records are maintained.

LEAVES

It is imperative that all absences be reported in a timely manner.

Sick Leave

AA are entitled to sick leave provisions per the BUFA Collective Agreement.

MPO and ESS are credited with 9 days of sick leave entitlement upon being hired plus one and one-half working days per month (18 working days per year), which can be accumulated to 130 working days (integrated to the long-term disability waiting period).

An employee who is absent from work for sickness may be required to provide a medical certificate. Failure to provide a medical certificate when requested may result in the time being taken from vacation entitlement or without pay.

Leaves of Absence

Leaves of absence for Exempt Staff include leaves found within Manitoba Employment Standards in addition to bereavement, funeral, care for, moving, paternity, adoption, maternity, parental, court, education and without pay. Requests by AA and MPO will be dealt with using BUFA Collective Agreement as a guideline and ESS requests will be dealt with using the MGEU Collective Agreement as a guideline.

TEACHING LOAD

AA may be required to teach up to three credit hours per year as part of their workload. Courses over and above those on load are "own account", and require the approval of the President or designate. Any teaching by MPO and ESS normally would be "own account". Sessional overload stipend rates, as provided in the BUFA collective agreement, shall apply to all "own account" courses approved.

HOURS OF WORK

The University's normal business hours are 8:30 a.m. to 4:30 p.m., Monday to Friday. Some areas may remain open during the lunch hour. AA and MPO (Levels VI and VII) generally are to be available during the University's normal business hours, and are expected to work sufficient hours to fulfill their duties. MPO (Levels IV and V) and ESS generally are to be available during the University's normal business hours. MPO (Levels IV and V) and ESS are expected to work a minimum of seven (7) hours a day or thirty-five (35) hours per week and may, from time to time, be required to work up to eight (8) hours per day or forty (40) hours per week without additional compensation.

Overtime

There is no provision for overtime for AA and MPO (Levels VI and VII).

In recognition of the fact that, from time to time, work beyond what is stated above may be required from MPO (Levels IV and V) and ESS, certain considerations are made, notably:

- 1) the salary scales for ESS positions are generally (six percent to eight percent) higher than comparable scales in the MGEU collective agreement, and
- 2) when an employee is requested and authorized in advance, by the Supervisor, to work more than eight (8) hours in a day or forty (40) a week, compensating time-off will be made available.

Compensating time-off will be at the rate of one and one-half hours for each hour worked (over eight (8) hours per day or forty (40) hours per week). The scheduling of this time off shall be done in full consultation with the Supervisor. It is expected that the accumulation of this time will not exceed the equivalent of 35 hours at any time.

All Overtime authorized and worked must be reported and, subsequently, all compensating time off must be reported.

EMPLOYEE BENEFITS

All Exempt Staff employees shall enroll in the group benefit plans for which they are eligible according to the terms of those plans and University practice. These plans include the University Retirement Plan, Life Insurance, Long Term Disability Insurance, Blue Cross Health Spending Account, Blue Cross Extended Health and Blue Cross Dental Insurance. As well, optional plans including Voluntary Accident Insurance and Group RRSP are available. Detailed information regarding these benefits is found on the Human Resources webpage.

ACCESS TO PERSONNEL FILES

Subject to written 2 days' notice, Exempt Staff shall have the right to examine their official personnel file maintained in the Human Resources office, during regular office hours and in the company of a staff member from Human Resources. Employees may add to the file a response to any document contained therein. However, documents submitted in confidence will not be made available to the employee. The employee is not entitled to remove any documents from the personnel file. Copies of any documents can be made for, and at the request of, the employee by Human Resources staff on a cost recovery basis.

Employees requesting Human Resources to release employment information to third persons must make such request in writing. Information, other than confirmation of employment, will not be given unless written authorization is given by the employee.

ACADEMIC ADMINISTRATORS

Administrative Stipend

AA shall normally receive their faculty salary plus an administrative stipend to compensate them for their additional responsibilities as administrators. The stipend system provides for regular changes to the stipend ranges with changes to the reference faculty salary scales, as well as a stipend range to recognize career status, career development and performance, and position responsibilities.

Position Level (Academic Administrators) Reference Group (Faculty Association)

III (Deans)	Professor
II (Directors)	Associate Professor
I	Assistant Professor

Stipend Range

12.5% of the salary scale for the reference group:

	2015-16 Floor	2015-16 Ceiling	2015-16 Increment	2016-17 Floor	2016-17 Ceiling	2016-17 Increment	2017-18 Floor	2017-18 Ceiling	2017-18 Increment	2018-19 Floor	2018-19 Ceiling	2018-19 Increment
Level III (Prof)	14,271	19,392	427	14,557	19,780	435	14,848	20,176	444	15,219	20,681	455
Level II (Assoc)	11,447	16,015	351	11,676	16,335	358	11,909	16,662	366	12,207	17,079	375
Level I (Asst)	8,753	12,328	275	8,928	12,574	281	9,106	12,826	286	9,334	13,146	293

17.5% of the salary scale for the reference group:

	2015-16 Floor	2015-16 Ceiling	2015-16 Increment	2016-17 Floor	2016-17 Ceiling	2016-17 Increment	2017-18 Floor	2017-18 Ceiling	2017-18 Increment	2018-19 Floor	2018-19 Ceiling	2018-19 Increment
Level III (Prof)	19,980	27,149	597	20,379	27,691	609	20,787	28,246	622	21,307	28,953	637
Level II (Assoc)	16,025	22,420	492	16,346	22,868	502	16,673	23,327	512	17,090	23,910	525
Level I (Asst)	12,254	17,259	385	12,499	17,604	393	12,749	17,956	401	13,067	18,404	411

Initial Placement

Initial placement will be on and within the appropriate stipend range depending on the level of the administrative position, the relevant administrative qualifications and other considerations associated with the incumbent and his/her role as recommended by the President or his designate.

Annual Adjustments

For more information, please see page 28 (MPO Job Evaluation System) and page 30 (ESS Job Evaluation System).

CLASSIFICATION REVIEW PROCEDURES

The University has elected to adopt a point rating system for job evaluations to determine position classifications. This job evaluation process provides equity in the value of each MPO and ESS position relative to other positions in the University.

The University or a member of the MPO or ESS may initiate a request for a classification review. Such request normally would be limited to once per year. The procedure for an employee-initiated classification review is to complete, in consultation with his/her supervisor, a job description questionnaire, which is available on the Human Resources website. Once the questionnaire is complete and all the signatures have been secured, the questionnaire should be forwarded to the Chief Human Resources Officer. The Chief Human Resources Officer will then call a meeting of the Exempt Staff Positions Evaluation Committee to evaluate the position based on the information provided and relative to other positions within the MPO and ESS group. If the evaluation results in a reclassification, such reclassification will be effective the date the job description questionnaire was received by Human Resources.

Where an employee's position is reclassified to a level paying a higher salary, the employee will be placed on the new scale at an amount that is at least one full increment higher than the employee's current annual salary, or, at a minimum, at the floor of the new scale. If the reclassification results in a lower level and the employee's current salary is outside the range for the new level, the employee will continue to receive annual scale increases, but no increments, until the scale for the new level surpasses the employee's salary.

If the evaluation does not result in a reclassification when the classification review has been initiated by the employee, the employee can appeal the decision of the Committee by resubmitting the job description questionnaire and providing reasons for the appeal to the Chief Human Resources Officer, who in turn will forward everything to the Vice-President, Administration & Finance who, with the Vice-President, Academic & Provost shall make the final determination. The decision of the Vice-President, Administration & Finance and the Vice-President Academic & Provost is final.

Where the Supervisor and the Unit Head wish to submit a position for classification review, the procedure is the same as above, except that the position may be new or vacant or changed and, therefore, if the position is occupied, the employee is not required to participate. Also, if the evaluation does not result in a reclassification, the Supervisor and the Area Head may rewrite the job description questionnaire and have it re-evaluated. If the position is occupied and the employee is dissatisfied with the reclassification, the employee does not have the right to appeal. Rather, the employee may apply for reclassification twelve (12) months hence, or sooner should the job description change substantially.

It is important to note that positions are evaluated, **not** individuals in the position.

MANAGERS AND PROFESSIONAL OFFICERS

SALARY SCALE AND GRID

The ceiling of the highest ranking category of MPO shall be the ceiling of the Associate Professor scale in the relevant collective agreement between Brandon University and the Brandon University Faculty Association (BUFA).

Changes in salary scale shall parallel changes in the BUFA collective agreement and be applied in the pay period that includes April 1 of each year. Annual increments shall be given for satisfactory service at a rate of four percent (4%) per year, and normally applied in the pay period that includes April 1 of each year, except as noted below.

New employees will be placed in the relevant salary scale of their position as follows:

- | | |
|--------|---|
| Floor | <ul style="list-style-type: none">• normal starting level |
| Step 1 | <ul style="list-style-type: none">• may be used as starting level for an experienced person |
| Step 2 | <ul style="list-style-type: none">• may be used as starting level for a particularly qualified and experienced person (normal maximum starting level) |

NOTE: Individual progression through the scale is not automatic, but is for satisfactory service.

Brandon University
Managers and Professional officers Salary Scale

For the years 2015-16 to 2018-19

2015-16							
	Floor	Step 1	Step 2	Step 3	Step 4	Step 5	Ceiling
Classification							
VII	101,253	105,303	109,515	113,896	118,451	123,189	128,117
VI	81,445	84,703	88,091	91,615	95,279	99,091	103,054
V	73,045	75,967	79,006	82,166	85,452	88,870	92,425
IV	65,511	68,132	70,857	73,691	76,639	79,704	82,893
2016-17							
	Floor	Step 1	Step 2	Step 3	Step 4	Step 5	Ceiling
Classification							
VII	103,275	107,406	111,702	116,170	120,817	125,650	130,676
VI	83,072	86,395	89,851	93,445	97,183	101,070	105,113
V	74,504	77,484	80,584	83,807	87,159	90,646	94,271
IV	66,820	69,493	72,272	75,163	78,170	81,296	84,548
2017-18							
	Floor	Step 1	Step 2	Step 3	Step 4	Step 5	Ceiling
Classification							
VII	105,347	109,561	113,944	118,501	123,241	128,171	133,298
VI	84,739	88,128	91,654	95,320	99,132	103,098	107,222
V	75,999	79,039	82,200	85,489	88,908	92,464	96,163
IV	68,161	70,887	73,722	76,671	79,738	82,928	86,245
2018-19							
	Floor	Step 1	Step 2	Step 3	Step 4	Step 5	Ceiling
Classification							
VII	107,980	112,299	116,791	121,463	126,321	131,374	136,629
VI	86,856	90,331	93,944	97,702	101,610	105,674	109,901
V	77,898	81,014	84,255	87,625	91,130	94,775	98,566
IV	69,864	72,658	75,565	78,587	81,731	85,000	88,400

MPO Job Evaluation System

Position	Job Classification
Director, Physical Plant	VII
Director, Information Technology Services	VII
Chief Human Resources Officer	VII
Director, Financial & Registration Services.....	VII
Director, Institutional Data & Analysis.....	VII
Director, Business Operations.....	VII
Director, Marketing & Communications	VII
University Registrar	VII
Dean of Students.....	VII
Manager, Executive & Board Operations	VI
Learning & Organizational Development Program Manager	VI
Supervisor, Maintenance.....	VI
Director, Recruitment & Retention	VI
Director, Indigenous People Centre.....	VI
Director, Advancement & Alumni Affairs	VI
Manager, E-Campus	VI
Manager, Research Services	V
Human Resources Officer	V
Manager, Payroll.....	V
Manager, Food Services	V
Sexual Violence Education and Prevention Coordinator.....	V
Diversity and Human Rights Advisor	V
Residence Manager	V
Ancillary Services Manager	V
Administrative Officer to the Vice-President (Academic & Provost) and Research Ethics Officer	IV
Accountant.....	IV
Marketing Communications Officer.....	IV
Campaign Officer	IV
Development Officer.....	IV
Health & Safety Officer.....	IV
Supervisor, Building & Grounds	IV

Annual Adjustment

Increases are at the direction of the Board of Governors and are normally awarded annually, usually April 1st of the year. Increases have two components; a **scale** increase expressed in relation to the base salary, and an **increment** related to performance and service. A new MPO whose performance is satisfactory may be eligible to receive the increment portion of the salary increase (as described in the following sentence) after 12 months of service. Thereafter, on April 1st an MPO whose performance is satisfactory may receive an increment, or in exceptional cases and with the approval of the Vice-President (Administration & Finance) or the President, whichever is not the direct supervisor, no or one-half increment for less than fully satisfactory service/performance, or one and one-half to two increments for meritorious service/performance, consistent with the salary scale, providing that such employee's salary does not exceed the range maximum.

EXCLUDED SUPPORT STAFF

SALARY SCALE AND GRID

Changes in salary scale shall parallel changes in the MGEU Collective Agreement with Brandon University and be applied in the pay period that includes April 1 of each year. Annual increments shall be given for satisfactory service at a rate of two percent (2%) per year, and normally applied in the pay period that includes April 1 of each year, except as noted below.

New Employees will be placed in the relevant salary scale of their position as follows:

Floor	normal starting level
Step 1	may be used as starting level for an experienced person
Step 2	may be used as starting level for a particularly qualified and experienced person (normal maximum starting level)

NOTE: Individual progression through the scale is not automatic, but is for satisfactory service.

Brandon University
Excluded Support Staff Salary Scale

ESS Salary Grid 2016-2017							
Step	1	2	3	4	5	6	7
Level							
III	54,866	55,963	57,082	58,224	59,388	60,576	61,788
II	51,181	52,204	53,248	54,313	55,399	56,507	57,638
I	47,743	48,698	49,672	50,665	51,679	52,712	53,766
ESS Salary Grid 2017-2018							
Step	1	2	3	4	5	6	7
Level							
III	55,963	57,082	58,224	59,388	60,576	61,788	63,023
II	52,204	53,248	54,313	55,399	56,507	57,638	58,790
I	48,698	49,672	50,665	51,679	52,712	53,766	54,842
ESS Salary Grid 2018-2019							
Step	1	2	3	4	5	6	7
Level							
III	57,082	58,224	59,388	60,576	61,788	63,023	64,284
II	53,248	54,313	55,399	56,507	57,638	58,790	59,966
I	49,672	50,665	51,679	52,712	53,766	54,842	55,939
ESS Salary Grid 2019-2020							
Step	1	2	3	4	5	6	7
Level							
III	58,509	59,679	60,873	62,090	63,332	64,599	65,891
II	54,579	55,671	56,784	57,920	59,079	60,260	61,465
I	50,914	51,932	52,971	54,030	55,111	56,213	57,337

ESS Job Evaluation System

Position	Job Classification
Senior Administrative Assistant (Human Resources)	III
Administrative Assistant (President's Office)	III
Administrative Assistant (Administration & Finance).....	III
Purchasing Officer	II
Payroll Administrator.....	II

Annual Adjustment

Increases are at the direction of the Board of Governors and are normally awarded annually, usually April 1st of the year. Increases have two components; a **scale** increase expressed in relation to the base salary, and an **increment** related to performance and service. New ESS may be eligible to receive an increment after 12 months of service. Thereafter, an employee whose performance is satisfactory may receive an increment annually on April 1st, providing that such employee's salary does not exceed the range maximum.

PERFORMANCE REVIEWS

It is University policy to review the performance of each employee at least once a year. The primary purpose of this review is developmental and informative. The process for this review is to:

1. review the responsibilities of the position, and the standards by which the responsibilities are carried out,
2. review the performance of the employee against standards and pre-established goals and objectives,
3. discuss and plan goals and objectives for the next year,
4. determine ways that the supervisor can assist the employee in meeting his/her responsibilities and objectives.

A copy of the result of annual (or more frequent) performance reviews is to be kept on file by the supervisor. Supervisors are responsible for conducting and filing such reviews in a timely fashion.

Each employee shall have the right to view any such performance review, to respond to its contents, and to have such response recorded with the review.

REFERENCES

Manitoba Employment Standards (<https://www.gov.mb.ca/labour/standards/index.html>)

[Brandon University Faculty Association \(BUFA\) Collective Agreement](#)
[Manitoba Government and General Employees' Union \(MGEU\) Collective Agreement](#)
[Administrators Excluded from Brandon University Faculty Association \(BUFA\) Policy](#)
[Appointment of Non-Academic Administrators Policy](#)
[Appointment and Review of Academic Administrators Policy](#)

(revised April 16 2018 kj)