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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 Director, Human Resources.

This Handbook is not applicable to employees who are covered under the provisions of a collective agreement, or to temporary employees. 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
	Accountant	Accounting Assistant (BUNTEP)
Dean, Faculty of Arts	Alumni Relations Officer	Accounting Assistant (F & R Serv)
Dean, Faculty of Education	Campaign Officer	Administrative Assistant, President's Office
Dean, School of Health Studies	Communications Officer	Executive Assistant to the Vice-President (A&R)
Dean, School of Music	Coordinator, Research Services	Executive Assistant to the President
Dean, Faculty of Science	Development Officer	Human Resources Assistant
Dean, Students	Director, Ancillary Services	Human Resources Clerk (Payroll)
University Librarian	Director, Financial & Registration Services	Payroll Officer
Registrar	Director, Human Resources	Purchasing Officer
Director, BUNTEP	Director, Information Technology Services	
Director, Campus Manitoba	Director, Institutional Advancement	
Director, Rural Development	Director, Office of the President	
	Director, Physical Plant	
	Director, Res. Halls Programs	
	Executive Officer, VP (A & F)	
	Human Resources Officer	
	Learning & Development Officer	
	Manager, Campus Bookstore	
	Manager, Food Services	
	Office Manager, Financial & Registration Services	
	Safety & Health Officer	
	Senior Development Officer	
	Supervisor, Maintenance	

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. 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. 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. Two months notice is required for AA and MPO positions, and one month for ESS positions. By mutual agreement and for special reasons, this period of notice may be reduced to the legally required minimum.

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 Director, Human Resources before the proposed date of resignation. In the case of AA positions the notice period is six (6) months, and for MPO positions, the notice period is two months, and for ESS positions, one month. 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 reasons, the Exempt Staff member affected shall be given written notice of termination as provided above. AA and MPO will be given two months notice, ESS will be given one month .

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.) 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 consistent with that provided under the MGEU collective agreement. 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

The Director, Human Resources should be notified immediately in the event of the death of an employee. The Director will provide 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

Exempt Staff 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 Director, Human Resources, prior to registration, indicating their student number and the name and number of the course(s) in which they plan to register.

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 Policy for Academic Administrators Excluded from BUFA.

MPO will be eligible for one-half of the allowance available to BUFA members, and ESS for one-quarter of the allowance. 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.

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 will 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

The University designates another day (usually during the Christmas-New Year's Day period) for Easter Monday.

In addition, ESS are normally entitled to one day off with pay during the Mid-Term Break.

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, plus Christmas - New Year's Day period. Currently these provisions are:

An employee who has completed twelve (12) full calendar months of service as of March 31st shall receive fifteen (15) working days vacation.

An employee who has completed two (2) years of service as of March 31st shall receive twenty (20) working days vacation.

An employee who has completed nine (9) years of service as of March 31st shall receive twenty-five (25) working days vacation.

An employee who has completed nineteen (19) years of service as of March 31st shall receive thirty (30) 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 Director, Human Resources, 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 will be calculated by Human Resources effective April 1st based on the previous year. All absences, which are to be charged to vacation entitlement, must be reported to Human Resources 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. 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 to Human Resources in a timely manner and on the appropriate form (Payroll Information/Time Sheet, Box #3) to ensure accurate and up to date records are maintained.

LEAVES

It is imperative that all absences be reported to Human Resources in a timely manner and on the appropriate form.

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 days (integrated to 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 compassionate, bereavement, funeral, care for, moving, paternity, adoption, maternity, parental, court, education and without pay. Each request will be dealt with on a case by case basis by the Director, Human Resources, in consultation with the Supervisor. 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 would be on "own account". Sessional overload stipend rates 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 generally are to be available during the University's normal business hours, and are expected to work sufficient hours to fulfill their duties.

Overtime

There is no provision for overtime for AA and MPO.

In recognition of the fact that, from time to time, work beyond what is normally expected may be required from ESS, certain considerations are made, notably:

- 1) the salary scales for these positions are generally (six percent to eight percent) higher than comparable scales in the MGEU collective agreement, and
- 2) when an employee is requested to work more than eight hours in a day or 40 hours in 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 hours per day or 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. The University policy is that there will not normally be a payout of this time during the course of employment.

The Supervisor and the employee are expected to maintain records of accumulation and use of any overtime, and every three months the Supervisor is to advise Human Resources of any overtime which has not been taken off.

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 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 web-page or available from the Director, Human Resources.

All premium cost-sharing arrangements with the University shall apply to AA and MPO per BUFA, and ESS per MGEU.

ACCESS TO PERSONNEL FILES

Subject to a written request twenty-four (24) hours in advance, 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 or outside parties 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 (University Librarian, Directors)	Associate Professor
I	Assistant Professor

Stipend Range

12.5% of the salary scale for the reference group;

	2008-09 Floor	2008-09 Ceiling	2008-09 Increment	2009-10 Floor	2009-10 Ceiling	2009-10 Increment	2010-11 Floor	2010-11 Ceiling	2010-11 Increment
Level III (Prof)	\$11,764	\$16,114	\$363	\$12,117	\$16,598	\$373	\$12,480	\$17,096	\$385
Level II (Assoc)	\$9,428	\$13,309	\$299	\$9,710	\$13,708	\$308	\$10,002	\$14,120	\$317
Level I (Asst)	\$7,203	\$10,241	\$234	\$7,419	\$10,548	\$241	\$7,642	\$10,865	\$248

17.5% of the salary scale for the reference group:

	2008-09 Floor	2008-09 Ceiling	2008-09 Increment	2009-10 Floor	2009-10 Ceiling	2009-10 Increment	2010-11 Floor	2010-11 Ceiling	2010-11 Increment
Level III (Prof)	\$16,469	\$22,560	\$508	\$16,963	\$23,237	\$523	\$17,472	\$23,934	\$538
Level II (Assoc)	\$13,199	\$18,633	\$418	\$13,595	\$19,192	\$431	\$14,002	\$19,767	\$443
Level I (Asst)	\$10,085	\$14,338	\$327	\$10,387	\$14,768	\$337	\$10,699	\$15,211	\$347

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

Regular annual adjustments shall be made as per changes to the stipend range/reference group salary scale plus a merit increment, when approved by the Board of Governors, for satisfactory service/performance, or, in exceptional cases and with the approval of the President, no or one-half increment for less than fully satisfactory service/performance or one and one-half or two increments for meritorious service/performance, to the maximum of the stipend range.

RECLASSIFICATION PROCEDURES

The University has elected to adopt a point rating system for job evaluations to determine position classifications and reclassifications. 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 reclassification. Such request normally would be limited to once per year. The procedure for an employee-initiated reclassification is to complete, in consultation with his/her supervisor, a job description questionnaire, which is available from Human Resources. Once the questionnaire is complete and all the signatures have been secured, the questionnaire should be forwarded to the Director, Human Resources. The Director 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 reclassification 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 Director, Human Resources, who in turn will forward everything to the Vice-President, Administration & Finance who, with the Vice-President, Academic & Research shall make the final determination. The decision of the Vice-President, Administration & Finance and the Vice-President Academic & Research is final.

Where the Supervisor and the Unit Head wish to reclassify a position, 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 re-write 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.

Salary Grid**Managers and Professional Officers (MPO)**

Salary Scale for the period April 1, 2008 to March 31, 2009 (Effective the first day of the pay period that includes April 1)			
Classification	Floor	Ceiling	Steps
VII	\$84,146	\$106,472	4%
VI	\$67,685	\$85,644	4%
V	\$60,704	\$76,810	4%
IV	\$54,443	\$68,888	4%

Salary Scale for the period April 1, 2009 to March 31, 2010 (Effective the first day of the pay period that includes April 1)			
Classification	Floor	Ceiling	Steps
VII	\$86,671	\$109,666	4%
VI	\$69,716	\$88,213	4%
V	\$62,525	\$79,115	4%
IV	\$56,077	\$70,955	4%

Salary Scale for the period April 1, 2010 to March 31, 2011 (Effective the first day of the pay period that includes April 1)			
Classification	Floor	Ceiling	Steps
VII	\$89,271	\$112,956	4%
VI	\$71,807	\$90,859	4%
V	\$64,401	\$81,488	4%
IV	\$57,759	\$73,083	4%

MPO Job Evaluation System

Position	Job Classification
Director, Physical Plant.....	VII
Director, Ancillary Enterprises.....	VII
Director, Institutional Advancement	VII
Director, Information Technology Services	VII
Director, Human Resources.....	VII
Director, Financial & Registration Services.....	VII
Director, Residence Halls Programs	VI
Supervisor, Maintenance	VI
Manager, Bookstore.....	VI
Director, Office of the President.....	VI
Senior Development Officer	VI
Human Resources Officer.....	V
Learning and Development Officer	V
Manager, Food Services.....	V
Office Manager, Financial & Registration Services.....	IV
Executive Officer, Vice-President (Administration & Finance)	IV
Accountant	IV
Coordinator, Research Services	IV
Communications Officer.....	IV
Campaign Officer	IV
Development Officer	IV
University Health & Safety Officer.....	IV
Alumni Relations Officer.....	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.

June 2009

Salary Grid 2009-2010

LEVEL	1	2	3	4	5	6	7
III	46,957 25.71	47,897	48,855	49,832	50,829	51,845	52,882
II	43,804 23.99	44,680	45,573	46,485	47,414	48,363	49,330
I	40,863 22.38	41,680	42,514	43,364	44,231	45,116	46,019

April 1, 2010

Salary Grid 2010-2011

LEVEL	1	2	3	4	5	6	7
III	48,366 26.48	49,334	50,321	51,327	52,354	53,401	54,468
II	45,118 24.71	46,021	46,940	47,879	48,837	49,814	50,810
I	42,089 23.05	42,930	43,789	44,665	45,558	46,470	47,399

April 1, 2011

Salary Grid 2011-2012

LEVEL	1	2	3	4	5	6	7
III	49,696 27.21	50,691	51,704	52,738	53,794	54,869	55,966
II	46,359 25.38	47,286	48,231	49,196	50,180	51,184	52,207
I	43,246 23.68	44,111	44,993	45,893	46,811	47,747	48,703

NOTE: 2% increase from step to step

ESS Job Evaluation System

Position	Job Classification
Payroll Officer	III
Executive Assistant to the President.....	III
Human Resources Assistant.....	III
Executive Assistant to the Vice-President (Academic & Research)	II
Accounting Assistant (F & R)	II
Accounting Assistant (BUNTEP).....	II
Purchasing Officer	II
Human Resources Clerk (Payroll).....	I
Administrative Assistant, President's Office	I

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.

APPENDIX A: EXEMPT STAFF DEPENDENTS' TUITION ENDOWMENT

1.0 Purpose: To establish a Tuition Endowment for the spouses and children of Brandon University exempt employees.

2.0 Title: Brandon University Exempt Staff Dependents' Tuition Endowment

3.0 Funding:

3.1 Established through a \$10,000 transfer from Brandon University.

3.2 the University also agrees to match up to \$5,000 of exempt employee contributions and other fund raising initiatives designated to the tuition endowment for Brandon University regular exempt staff families.

3.3 All principal is to be retained for investment.

3.4 Only annual investment revenue is to be disbursed.

3.5 Should annual distributed investment revenue not be disbursed, this revenue may, at the discretion of the exempt employees, revert back to increase the principal.

3.6 Endowment awards to the eligible dependents of part-time exempt employees will be prorated, based on the same ratio the employee's part-time employment is to full-time employment.

4.0 Administration:

4.1 Brandon University Foundation will establish a fund account for administration.

4.2 Applications will be received by the Development & Alumni Relations Department. The Development & Alumni Relations Department will act as the co-ordinator of this award, calling general meetings of the exempt employees and co-ordinating the application process.

4.3 Applications from exempt employees, on behalf of their dependents, must be received by August 31st of each year. The application letters should include the student's name, student number, relationship to employee, the exempt employee's name and position and the details of course enrolment.

4.4 The Terms of Reference for this award are to be reviewed on a regular basis by Brandon University's exempt employees. Changes made to the Terms of Reference require the approval of a majority of the exempt employees.

5.0 Criteria:

- 5.1 On an annual basis, funds available for disbursement will be prorated based on the number of sessions of full-time attendance and divided amongst the qualifying applicants for the previous academic year, up to a maximum of \$500.00 per applicant.
- 5.2 A spouse is defined as a declared common-law or legal spouse, currently residing with the Brandon University exempt employee.
- 5.3 A child is defined as 25 years of age or under, not legally married.
- 5.4 A spouse or child is entitled to only one Exempt Staff Tuition Endowment award annually.
- 5.5 The spouse or child must be enrolled in full-time attendance at Brandon University as defined by Brandon University.
- 5.6 There are three recognized sessions: Fall, Winter, Spring/Summer.

(revised June 24, 1999)