



March 2024

2024 MPEX Annual Compensation Review (ACR)

To MPEX Staff and Managers of MPEX Staff

The Annual Compensation Review exercise sets the foundation and process for the fair and equitable recognition of all MPEX employees who make a sustained positive contribution to the University, while also providing the flexibility to reward those whose contributions significantly exceed objectives. This annual review is also the opportunity to evaluate

whether an employee's salary is positioned properly in the salary scale, in relation to their performance and that of their peers. Individual increases may vary somewhat based on managers' discretion, but the enhanced guidelines encourage consistent application throughout the university.

2024 BUDGET

To ensure that McGill salaries remain competitive, recommendations for the MPEX Annual Compensation Review are based on thorough market research, such as surveys of projected salary increase budgets carried out by consulting firms, which provide information about comparator groups. The recommendations are then presented for approval to the HR Committee of the Board.

The total salary increase budget for 2024 is 3.7%. Increases will take effect on June 1, 2024.

ELIGIBILITY RULES



1. The reference period runs from January 1, 2023, to December 31, 2023. Staff must have started in a regular management or professional position or an excluded position by December 31, 2023.
2. In order to receive an increase, eligible employees must be active on the date of implementation, i.e. on June 1, 2024.
3. Employees hired under the [Temporary Employment Policy](#) are not covered by ACR.

PERFORMANCE INCREASE GUIDELINES

Each employee’s performance will be rated according to one of the five performance categories defined below. Each performance category has a recommended increase in relation to the 3.7% budget and to the individual placement in the salary scale **zone**. Note that the minimum recommended increase range for eligible employees is 1.7% to 2.45%.

RECOMMENDED INCREASES

Performance Assessment	Compensation Zone of Employee		
CATEGORIES AND DESCRIPTIONS	ZONE 1 ENTRY	ZONE 2 TARGET	ZONE 3 EXCEPTION
SIGNIFICANTLY EXCEEDS OBJECTIVES <i>Consistently exceeds individual work objectives and goes above and beyond duties and responsibilities.</i>	Higher than budget	Slightly higher than budget	Close to budget
EXCEEDS OBJECTIVES <i>Occasionally exceeds individual work objectives, in addition to successfully fulfilling role requirements. Demonstrates a solid level of performance.</i>	Slightly higher than budget	Close to budget	Slightly lower than budget
CONSISTENTLY MEETS OBJECTIVES <i>Fulfills role requirements by completing all essential areas of responsibility. This rating may also be applied to staff who are progressing appropriately in the role.</i>	Close to budget	Slightly lower than budget	Lower than budget
REQUIRES IMPROVEMENT <i>Needs improvement in order to fulfill role requirements, essential duties and responsibilities.</i>	None	None	None

For the **NOT APPLICABLE** category, please refer to the [2024 MPEX ACR FAQ](#).

STRUCTURE OF THE SALARY SCALE

The [MPEX Salary Scale](#) is organized around three points: the minimum, the midpoint and the maximum, for each of the 12 compensation grades (1A through 11).

There are 3 zones within each grade: *entry*, *target* and *exception*, defined in relation to the corresponding midpoint. An employee's salary is situated in one of the three zones by calculating their compa-ratio (individual salary divided by midpoint).

The midpoint is calculated based on the 50th percentile (median) of salaries in a market, in our case the Montreal market. It is the salary that is generally paid in the market for comparable jobs.

Based on current market data, the University will raise the overall midpoints by 2% effective June 1, 2024.

The minimum and maximum of each grade will be recalculated based on the new midpoint.

You will find additional details, background information and answers in the [2024 Annual Compensation Review FAQ](#). After thoroughly reading the FAQ, if you have further questions, please don't hesitate to speak with your manager or your local HR representative.

Diana Dutton

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