

## 2022 Annual Compensation Review

### 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 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 a consistent application throughout the university as a whole.

## 2022 BUDGET

To ensure that McGill salaries remain competitive, recommendations for the annual MPEX compensation increase 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.

This year, the performance increase and economic increase envelopes are integrated into a total salary increase budget of 3.5%. Increases will be effective June 1, 2022.

## ELIGIBILITY RULES



1. The reference period runs from January 1, 2021 to December 31, 2021. Staff must have started in a regular management or professional position or an excluded position by December 31, 2021.
2. In order to receive the salary increase, eligible employees must be active on the date of implementation, i.e. on June 1, 2022.
3. Employees hired under the [Temporary Employment Policy](#) are not covered by this salary policy.

## 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 3.5% budget and to the individual placement in the salary scale **zone**. Note that the minimum recommended increase range for eligible employees is 1 .75% to 2.25%.

### RECOMMENDED INCREASES

Performance Assessment	Compensation Zone of Employee		
	ZONE 1 ENTRY	ZONE 2 TARGET	ZONE 3 EXCEPTION
<b>SIGNIFICANTLY EXCEEDS OBJECTIVES</b> <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
<b>EXCEEDS OBJECTIVES</b> <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
<b>CONSISTENTLY MEETS OBJECTIVES</b> <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
<b>REQUIRES IMPROVEMENT</b> <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 2022 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).

Within each grade, there are three zones: *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 his/her 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, 2022.

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

Diana Dutton  
Associate Vice-Principal, Human Resources

## INTERNAL EQUITY REVIEW

For a limited number of employees, the Annual Compensation Review budget for their department may not be sufficient to position them appropriately in their salary scale, **based on performance and years in the role**. In these exceptional cases, they may require a special salary adjustment to be equitably positioned.



I am pleased to confirm that a limited centrally administered internal equity budget will be extended to this reference year to fund salary adjustments to position employees properly in the salary scale.

The salaries of all MPEX employees will be reviewed and assessed within each unit in the fall of 2022, with the guidance of Human Resources. The necessary adjustments will be made in alignment with the Salary Administration Policy and the guidelines for base salary adjustments and will be applied December 4, 2022.

Eligible employees will be individually advised by the end of November if an internal equity adjustment will be made to their salary.