

Date: November 26, 2012

To: HR Contacts

From: Sylvia Currie, Academic Human Resources Officer, Human Resource Services (HRS)

Re: CAST Staff Member Increment Eligibility

Human Resource Services has received questions about when an increment should be awarded to staff members governed by the [Contract Academic Staff: Teaching Agreement](#). Please see below for clarification and examples. **For further assistance, please contact Sylvia Currie at [780-492-2186](tel:780-492-2186).**

CAST Staff Member Increment Eligibility

Article 17.05.1 of the CAST Agreement states:

A staff member shall receive an increment if re-appointed to a subsequent term appointment, provided:

- a) That the evaluation of performance in the preceding year was at least satisfactory, and*
- b) Provided the staff member has received no more than seven increments in the past.*

Additional increments may be awarded at the decision of the appointing officer.

In consultation with the AASUA, Faculty Relations and Academic Services have clarified the following terms and conditions for full-time and part-time Staff Members hired under the CAST Agreement:

1. A Staff Member who begins at step 1 is entitled to a maximum of seven increments from the first step on the appropriate salary, before reaching step 8. A Staff Member who begins above step 1 is entitled to the number of increments that it will take that employee to reach the eighth step on the appropriate salary scale.
2. A Staff Member is eligible for an increment no more than once in a 12 month period.
3. A Staff Member whose appointment period is 12 months or longer is eligible for an increment after work in each consecutive 12 month period.
4. A Staff Member whose appointment period is less than 12 months is eligible for an increment after accumulating a total of at least 8 months under appointment (but, as above, no more than once in a 12 month period).
5. Spring Session and Summer Session appointment periods are considered to be eligible in accumulating the number of months under appointment. Spring Session and Summer Session are each equivalent to 2 months under appointment.
6. If there is a break in service of 12 months, or more, the University is not obligated to count the prior employment in determining salary or a future increment.

7. For further clarity, please see the following examples. A Staff Member appointed:

7.1 in the period of September 2011 to April 2012 (8 months), would be eligible for an increment to be effective September, 2012.

7.2 in the period of January to April 2012 (4 months) and in Spring/Summer Session 2012 (4 months), would be eligible for an increment to be effective January, 2013, whether or not he/she receives an appointment for September, 2012.

7.3 in the period of September to December 2012 (4 months) and in Spring/Summer Session 2013 (4 months), would be eligible for an increment to be effective September 2013, whether or not he/she receives an appointment for January-April, 2013.

7.4 in the period of September to December 2011 and September to December 2012 would be eligible for an increment to be effective January, 2013.

7.5 only to Spring Session in four consecutive years, e.g. 2009, 2010, 2011 and 2012, would be eligible for an increment at any appointment beginning Summer 2012, through Spring 2013.

This information will also be made available as an [Academic Agreement Resource](#) on the HR website shortly.

Sylvia Currie