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| Number: | RHR-211 |
| Title: | Payroll Administration |
| Person responsible for enforcement: | Vice-Rector, Administration |
| Entered into force: | December 4, 2019 |
| Approved: | December 4, 2019 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i> |
| Exception: | No exception to this regulation without prior written authorization from the Board of Governors |

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Objective

This regulation sets out the principles governing the administration of salaries in various circumstances.

2. Applicability

2.1 This regulation applies to administrative and management staff.

2.2 Annual salary increases are approved by the Board of Governors.

3. Definition

Positions are evaluated according to the classification system established by Human Resources Services. Each position is assigned a score that corresponds to a salary class indicating a minimum and a maximum salary.

4. Regulation

4.1 Salary increases

- a) As of May 1, employees whose salary is below the maximum will receive an increase allowing progress through the ranks (PTR) depending on the budget allocated annually, without exceeding the maximum for the class. The employee must have worked more than six months prior to April 30 to benefit from PTR.
- b) No salary increase shall exceed the approved increase or the maximum for the salary class of the position in question without the express authorization of the Administration Committee.
- c) Employees who do not hold regular full-time positions, such as students employed part-time during the summer, will receive an hourly wage comparable to a similar full-time position.

4.2 Hiring

- a) The starting salary of a new employee will be determined by the director of Human Resources Services, keeping in mind the employee's skills and experience and the principles of internal equity.
- b) The usual length of the probationary period is 180 days.

4.3 Promotion

- a) When an employee is promoted to a position at a higher level, he shall receive whichever is most advantageous for him: either the minimum wage of his new salary class, or an increase of 4% of his salary per class.

4.4 Demotion

When an employee is demoted to a position at a lower level, his salary can be handled in one of the following two ways:

- If the demotion is the result of a declassification, a reorganization or another similar cause, the employee's salary is not reduced, but his salary increases follow the new salary class. If the employee's salary exceeds the maximum of the new class, he will receive a lump sum, on May 1 of each year, of the same percentage as the economic increase, until the salary class increases and can integrate it.
- If the demotion is the result of disciplinary measures, an unsatisfactory performance review or another similar cause, or if the demotion is voluntary, the salary is that of the new class, without exceeding the maximum.

4.5 Reclassification

If a position is reclassified, the employee shall receive whichever is most advantageous for him: either the minimum wage of his new salary class, or an increase of 4% of his salary per class.

4.6 Temporary assignment

An employee shall receive a bonus of 15% of his salary when he agrees to assume temporarily responsibilities that are more senior in nature or in level for a period of 15 working days or more, while continuing to carry out the duties of his usual position. This temporary assignment must be approved in writing by Human Resources Services.