

Sources for this Lexicon, prepared by MUNASA’s Executive Committee for MUNASA’s members, is the **MCGILL SALARY ADMINISTRATION POLICY** and **THE WORLD AT WORK HANDBOOK OF COMPENSATION, BENEFITS & TOTAL REWARDS** ISBN 978-0-470-08580-6 John Wiley and Sons 2007.

The term *Salary Policy* refers to the McGill Administration’s annual decision on the adjustment of employees’ salaries and salary scales. The Salary Policy provides a revision of the salary scales to reflect the inflationary Cost Of Living Adjustment and an increase to employee’s salaries which moves each employee from the Salary Scale Minimum or Base Salary towards the Salary Scale Maximum. This Employee Salary Increase may take the form of a Merit, known as a Pay for Performance, award or it may be an echelon step increase.

Salary Grade	Grade Min	Mid-Point	Grade Max	Role Profiles
1	38,171	44,533	50,895	ADMEX, LIBBX, PERSX,TECCX
2	41,822	48,793	55,763	ADM1E, COM1A, COM1C, COM1D, FIN1B, FIN1D, IST1C, LOG1D, LOG1C
3	45,017	52,520	60,023	ADM1A, ADM1B, ADM1F, FIN1C, IST1A, IST1B, LOG1A, PER1A, PER 1B, SAF1A, SAF1B
4	50,784	59,248	67,712	ADM2A, AMD2B, ADM2D, ADM2E, ADM2F, COM2A, COM2C, FIN2B, FIN2D, IST2C, LOG2C, LOG2D, PER2A, SAF2A, SAF2D
5	54,768	63,896	73,024	ADM2G, FIN2C, IST2A, IST2B, LOG2A, PER2B, PER2D, SAF2B
6	59,332	69,221	79,109	ADM3D, ADM3G, COM3A, COM3C, IST3C, LOG3C, PER3D
7	62,890	73,372	83,854	ADM3A, COM3D, FIN3B, FIN3C, IST3A, IST3B, LOG3B, LOG3D, PER3A, PER3B, SAF3A, SAF3B, SAF3D
8	67,293	78,509	89,724	FIN3D, PER3C
9	72,004	84,005	96,005	ADM4E, COM4A, COM4C, LOG3A, PER4E, PER4F
10	77,044	89,885	102,725	ADM4A, ADM4B, FIN4B, IST4A, IST4B, LOG4B, PER4A, PER4B, SAF4A, SAF4B, SAF4D
11	82,437	96,177	109,916	ADM4C, FIN4C, LOG4A, LOG4C, PER4C,

Across-the-Board: An increase in salary that is granted to all (thus across the board) employees given either as a fixed dollar amount or as the same percentage increase to each employee’s salary. Most frequently, this increase is referred to as a Cost of Living Adjustment (COLA) to compensate for the loss in purchasing power due to inflation.

Automatic Progression: See (synonymous with) Echelon Increase.

Cost of Living Adjustment: An increase to Salary Grades and Salaries to reflect inflationary increase cost of living as defined through the Civil Code of Québec or Statistics Canada.

Employment Equity: Employment equity ensures equal opportunities for employment and advancement and in particular that there be no discrimination on the basis of gender, persons with disabilities, persons with aboriginal status, or persons from visible minorities.

Echelon: A gradation within Salary Grade representing one year’s advance up the Salary Grade from minimum to maximum. Salary echelons may be fixed dollar value levels within a salary grade or they may be step-wise percentage increases that successively move a salary from Salary Grade minimum to maximum.

Echelon Increase: A salary increase granted in one year which represents one echelon step up a salary grade.

Job: A Job consists of a collection of duties and responsibilities which may be further identified through a collection of discrete tasks. A task is a specific activity to produce a specific outcome, such as write a letter or type minutes of a meeting. A duty is a recurring task. A responsibility means being accountable

for the quality and completeness of a set of duties. A Job differs from a Position in that several positions may be all the same job.

- Job Description:** Job Description is the most widely used but only one form of Job Documentation. A Job Description summarizes the salient features of a job including the duties and responsibilities to be fulfilled and the competencies required. A Job Description describes the job itself and should never refer to anything specific about an individual employed in the job.
- Job Documentation:** Written information about a specific job including Job Description, Job Evaluation, Performance Plans, Development Opportunities, Interview Notes, Performance Assessment.
- Job Family:** Middle-management and Professional job functions are divided into seven distinct types or families of jobs: ADMINISTRATION, COMMUNICATION, EXCLUDED (from the MUNACA bargaining unit), FINANCE, INFORMATION SYSTEMS AND TECHNOLOGY (IST), LOGISTICS AND FACILITIES, PERSONNEL (HUMAN RESOURCES), STUDENT AND ACADEMIC SERVICES (SAF). Each Job Family is then divided into sub-families, a more specific alignment of job functions.
- Level:** Role profiles are categories into one of four levels of middle-management according to responsibility and required education and experience.
- Merit:** A formula for progressing an employee's salary through a salary grade from scale minimum to scale maximum. See also echelon.
- Merit Pool:** Total dollars available for distribution as merit in a Salary Policy. The Merit Pool is often stated as a percentage of the total of all salaries eligible for the merit distribution.
- Merit Pay:** A pay program in which pay is made contingent upon performance. Commonly called Pay for Performance.¹
- Merit Rating:** A method for appraising the performance of an employee to his or her job. It frequently serves as a basis for making pay adjustments, promotion decisions, or work assignments.²
- Pay Equity:** Pay equity ensures that there is no gender bias in compensation, so that predominantly female jobs are paid equally to predominantly male jobs of equivalent value.
- Position** A Position refers to the employment of a single person in a Job. An organization has at least as many positions as it has employees and job vacancies.
- Role Profile:** Job documentation which describes in generic terms the significant responsibilities and accountability of a set of similar jobs which are all identified as belonging to the same Job Sub-Family and the same Management Level.
- Salary:** Compensation paid to an employee semi-monthly. The normal starting salary at time of employment is the minimum of the scale for the role profile grade. A salary is normally never more than the maximum of the scale for the role profile grade.
- Salary Grade:** A range from a minimum salary dollar amount to a maximum salary dollar amount for which all jobs which are rated for compensation purposes to be not significantly different in value.
- Salary Scale:** See (synonymous with) Salary Grade.

¹ The World At Work Handbook of Compensation, Benefits & Total Awards P. 718

² Ibid P. 718