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## Starting Salary Policy

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### Department Policy Number

070 001

### Effective Date

Revised September 2001

Revised September 2002

### Purpose

This policy outlines the process for determining a starting salary for all permanent and temporary support staff members and permanent, term and contingent professional staff members.

### Definitions

### Policy

#### 1.0 General

- 1.1 Initial salaries are very important since they form the basis for all subsequent adjustments. Initial salaries are determined by the Chair of the selection committee in consultation with the Human Resources Advisor.
- 1.2 Salaries must be approved by the appropriate Executive Officer prior to any verbal offer being made.
- 1.3 Initial salaries will normally be at the lower end of the salary scale to allow for future flexibility; however, when determining an initial salary the following factors should be considered:
  - 1.3.1 Educational background and work experience
  - 1.3.2 Availability of suitable candidates (contingent upon market conditions)
  - 1.3.3 Internal equity (salary of current employees who perform similar work).
- 1.4 In the case of new support staff hiring, the initial salary shall be no higher than 9% above the minimum of the range, without the approval of the appropriate Executive Officer.



- 1.5 Casual positions converted to temporary positions after three (3) months will be subject to a salary review by the Human Resources Advisor to ensure that the employee is being remunerated appropriately.

**Regulation**

**Procedure**

**Approved By**

Executive Group, February 25, 2003

**Amended Date/Motion No.**

**Related References, Policies and Procedures**

[080 009 - Policy For Appeals With Respect to Probation, Salaries, and Academic Promotion](#)  
Casual to Temporary Salary Review Procedures

**Applicable Legislation/Regulation**

[AUFA/The Governors of Athabasca University \(the Board\) Terms and Conditions Agreement](#)  
[Alberta Freedom of Information and Protection of Privacy Act](#)

**Responsible Position/Department**

This policy is maintained and administered by Human Resources. For further information, please contact the Human Resources Advisor or the Employment Services Advisor. Contact information is available on the Human Resources website at: <http://intra.athabascau.ca/hr/dept.htm>.

**Keywords**