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## Long Service Increments (LSI) - AUFA and AUPE Staff Members Policy

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### Department Policy Number

070\_005

### Effective Date

Revised July 1, 2005  
Revised July 1, 1997

### Purpose

This policy is in place to ensure the equitable processing of long service increments to AUFA and AUPE staff members; outlines the conditions under which staff members will be eligible for an increment and the roles and responsibilities of Human Resources, Department Heads, and the Executive Officers.

### Definitions

<b>AUPE</b>	Alberta Union of Provincial Employees, Local 069
<b>AUFA</b>	Athabasca University Faculty Association
<b>Professional Staff</b>	permanent and term Professional Staff who are members of AUFA
<b>Academic Staff</b>	permanent and term Academic Staff who are members of AUFA
<b>Support Staff</b>	permanent and temporary staff who are members of AUPE, Local 069

### Policy

A long service increment is awarded, subject to performance, to eligible support, professional, and academic staff on July 1st of each year.

### Regulation

This policy is governed by Article 32, Long Service Increment (LSI) for Long Term Employees, of the AUPE/The Governors of Athabasca University (the Board) Collective Agreement and Article 6, Salaries and Economic Benefits, of the AUFA/The Governors of Athabasca University (the Board) Terms and Conditions.



## **Procedure**

### 1.0 Eligibility

- 1.1 Support staff members with a minimum of six (6) years of continuous service with the University at July 1st and whose salary during two (2) of those years is at the maximum of their current salary range shall be eligible for a LSI.
  - a. The Staff Member must have satisfactory assessments of performance for at least two (2) years as of July 1st in any year the Staff Member is eligible for a LSI.
  - b. The Staff Member is eligible for a second LSI after they have met the criteria in 1.1 a above and completed two (2) years continuous service since receipt of the first LSI.
- 1.2 Professional staff members (other than those referenced by 6.5.3 or 6.5.4 of the AUSA Agreement) whose salary is within the appropriate salary range determined for the Staff Member's position shall be eligible for three (3) LSI's.
  - a. First LSI
    - i. The Staff Member must have held a regular, full-time appointment for at least seven (7) years;
    - ii. The Staff Member must have been paid at the maximum of the salary range appropriate to the Staff Member's position and achieved satisfactory assessment of performance for at least two (2) years as of July 1st in any year.
  - b. Second and Third LSI
    - i. The Staff Member must have completed at least two (2) years of regular, full-time service and achieved satisfactory assessment of performance since receipt of the previous LSI.
- 1.3 An Academic Co-ordinator whose salary is within the appropriate salary (Schedule A-1, AP-5) range and those Academic Co-ordinators who have been grandfathered in the AP-3 range shall be eligible for one LSI.
  - a. The Staff Member must have held a regular, full-time appointment for at least seven (7) years.
  - b. The Staff Member must have been paid at the maximum of the AP-5 salary range and must have achieved satisfactory assessment of performance for at least two (2) years as of July 1st in any year.



## 2.0 Value of Long Service Increment

- 2.1 The value of a LSI for Support staff members is equivalent to a merit increment of 3 percent, added to their base salary.
- 2.2 The value of a LSI for Professional and Academic staff members is equivalent to a merit increment of 2.8 percent, added to their base salary.
- 2.3 The value of a LSI shall not remove the Staff Member from their current rank.

## 3.0 Process

- 3.1 Human Resources will provide Department heads with a list of staff in their departments who are eligible for a LSI at July 1st of that year. This notice will be sent with the notice on annual merit increments.
- 3.2 The Department Head will be asked to forward the recommendations for LSI to the appropriate Executive Officer together with the annual merit increment recommendations and confirm that the Staff Member meets the requirements for a LSI as stated in 1.0 above.
- 3.3 The Executive Officer approves the LSI and advises Human Resources.
- 3.4 LSI adjustments are normally made on the July month end payroll.
- 3.5 Human Resources will provide notification to the staff members of the affect to their base salary.
- 3.6 Human Resources will not process a LSI salary adjustment until all appropriate performance assessment documentation has been received.

### **Approved by**

Executive Group

### **Amended Date/Motion No.**

### **Related References, Policies, and Procedures**

Article 6 - [AUFA/The Governors of Athabasca University \(the Board\) Terms and Conditions Agreement](#)

Schedule A-1 & A-2 - [AUFA/The Governors of Athabasca University \(the Board\) Terms and Conditions Agreement](#)

[050\\_001 - Annual Performance Assessment - AUFA Professional & Academic Staff Policy](#)

[050\\_002 - Annual Performance Assessment - AUPE Support Staff Policy](#)



### **Applicable Legislation/Regulation**

[AUFA/The Governors of Athabasca University \(the Board\) Terms and Conditions Agreement](#)  
[AUPE/The Governors of Athabasca University \(the Board\) Collective Agreement](#)

### **Responsible Position/Department**

This policy is maintained and administered by Human Resources. Contact information can be found on the Human Resources department website.

### **Keywords**

Full-time appointment  
Long Service Increments  
Regular appointment