
Procedure For Offering Market Supplements Policy

Title:

Procedure for Offering Market Supplements

Effective Date:

July 1, 2000

Policy Number:

020 010

Policy

This policy outlines the process under which new and current staff members may be considered for Market Supplements in accordance with the Letter of Understanding on Market Supplements in the AUFA/The Governors of Athabasca University (the Board) Terms and Conditions Agreement.

New Staff Members

When a selection committee recommends a candidate for appointment, the Chair of the committee meets with the HR representative to finalize the Recommendation For Appointment Form with respect to the recommended candidate's terms and conditions of employment including salary.

An offer is made to a candidate only after the Recommendation For Appointment Form is approved by the appropriate executive officer and the president. If the offer includes a Market Supplement, consultation with AUFA must take place prior to the offer being made.

Where the Chair of the selection committee recommends a Market Supplement, she/he needs to document, in writing, the grounds for the request and submit the request to the appropriate executive officer (who in turn will submit it to the President) together with the Recommendation for Appointment Form. The request should address qualifications, experience, market conditions, and any other relevant grounds. The Chair also needs to document that she/he has thought through the implications for others in the unit, and their conclusions considering whether or not they would support a Market Supplement for any of them.

The appropriate executive officer needs to consider the above information in determining whether a Market Supplement is appropriate. Discussion should be held amongst executive group prior to a determination (this could be electronic).



If, after this process, the appropriate executive officer determines that a Market Supplement is appropriate, Human Resources will consult with AUFA on the offering of the Market Supplement. If, after consultation with AUFA, the appropriate executive officer approves a Market Supplement, the Chair of the selection committee may proceed with an offer to the selected candidate.

Current Staff Members

When a Market Supplement is provided to a new staff member, current staff members in that discipline or profession may apply, in writing, to the appropriate executive officer for a Market Supplement. The staff member must fully document the reasons why he/she should receive a Market Supplement.

The executive officer, in consultation with the department head/centre chair and others as necessary, will consider the staff member's request. If the executive officer determines a Market Supplement is appropriate, Human Resources will consult with AUFA on the offering of the Market Supplement. If, after consultation with AUFA, the executive officer approves a Market Supplement, the Market Supplement will be applied effective the 1st of the following month.

The staff member may appeal the decision of the appropriate executive officer to the President whose decision is final.

Renewal of Market Supplements

When a Market Supplement is due to expire, Human Resources shall provide the appropriate executive officer with three months' notice. The executive officer, in determining whether to renew the Market Supplement shall consult with the staff member, department head/centre chair and others as necessary.

The staff member may appeal the decision of the appropriate executive officer to the President whose decision is final.

Approved By

Executive Group - November 6, 2000

Amended Date/Motion No

Related References, Policies, and Procedures

Applicable Legislation/Regulation

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



Further Information

This policy is maintained and administered by Human Resources. For further information, please contact the Employment Services Coordinator. Contact information is available on the Human Resources web-site at: <http://www.athabascau.ca/html/depts/staffrec/general.htm>.