

## **ARTICLE 35: SALARIES**

### **35.01 Regular Salary**

35.01.01 Regular Salary is the annual salary rate of a member engaged in full-time employment with the University excluding any stipends and/or payments for overload teaching or in the case of a librarian for overtime work. The salary of a member employed on a full-time basis for less than an academic year shall be pro-rated on the basis of his/her Regular Salary. The salary of a member who is on leave pursuant to Article 37 shall be pro-rated on the basis of his/her Regular Salary.

35.01.02 Regular Salaries shall be adjusted annually, and the adjusted salaries shall take effect as of September 1st or as otherwise indicated. Salary adjustments for individual members shall include some or all of the following components:

- (A) a scale increment;
- (B) a career development increment;
- (C) a merit award; and,
- (D) an anomaly adjustment.

35.01.03 The scale increment shall be the minimum percentage increase applied to the salary floor and ceiling of each faculty and librarian rank and to the Regular Salaries of all members within the rank.

### **35.01.04 Career Development Increments**

A career development increment (CDI) shall be awarded annually to each full-time member to provide, through a series of salary increases, an orderly promotion within each rank for satisfactory performance of a full-time member's responsibilities. Satisfactory performance is based on a member's Annual Report and shall be measured against a) the criteria by rank established in Article 24 for librarian members; Article 23.01.01 for those at the rank of Lecturer and Assistant Professor; Articles 26.03.02 and 26.03.03 for those at the rank of Associate Professor; and Article 26.03.04 for those at the rank of Professor b) the expectations placed on the member by his/her immediate supervisor in light of the current developments in his/her department and c) the level of facilities and support provided to the member pursuant to Articles 8.04 and 16.01.04. Any unusual expectation and /or known extenuating circumstances beyond the member's control will be considered when reviewing performance.

If a member's performance of his/her responsibilities has been unsatisfactory, one-quarter, one-half or all of a CDI may be withheld. The first withholding shall be for one-quarter of the CDI. Any decision to withhold any portion of a CDI shall be a reflection of real concern about the performance and professional development of the member concerned and shall constitute disciplinary action.

The decision to withhold any portion of a CDI shall be initiated by the Dean/University Librarian who shall have discussed the matter with the member's immediate supervisor unless he/she is the member concerned. The Dean/University Librarian shall communicate his/her

decision to the Provost and Vice-President (Academic), who in turn shall make a recommendation to the President. The actual decision to withhold any portion of a CDI shall be made by the President. The President shall advise the member in writing of the reason for the withholding. The President shall advise the Association in writing of the number of members who have had any portion of the CDI withheld.

Once the performance concerns have been satisfactorily addressed, the member shall be informed in writing, and the withheld increment shall be awarded effective the date of notification of the member by the President.

35.01.05 Merit awards are awarded in accordance with criteria and procedures pursuant to Appendix I. A merit award for members shall be \$2,000.

35.01.06 Anomaly adjustments are awarded in accordance with criteria and procedures pursuant to Appendix II. An anomaly adjustment for members shall be \$1,000 or a multiple of \$1,000 to be added to the member's Regular Salary.

35.01.07 When a faculty member is promoted to a higher rank, his/her total salary adjustment for the year in which the promotion takes effect shall be the greater of,

(A) the amount required to raise the salary to the floor of the new rank pursuant to 35.04.07, 35.05.07, 35.06.07, 35.07.07 or,

(B) the increase which would have been received without promotion plus one additional career development increment. The value of the career development increment referred to here shall be the value of the career development increment in the year in which the promotion takes effect.

35.01.08 When a librarian member is promoted pursuant to Article 24, he/she shall receive a total salary adjustment which is the greater of:

(A) the amount required to raise the salary to the floor of the new rank pursuant to 35.08.06, 35.09.06, 35.10.06, 35.11.06 or;

(B) the increase which would have been received without promotion plus one additional career development increment. The value of the career development increment referred to here shall be the value of the career development increment in the year in which the promotion takes effect.

35.01.09 Salary Floors and Ceilings

35.01.09.01 For each rank there shall be a salary floor, which shall be determined each year.

No faculty member's salary shall be less than the floor for his/her rank.

35.01.09.02 For each rank there shall be a salary ceiling, which shall be determined each year.

No faculty member's salary shall exceed the ceiling for his/her rank, except as a result of merit increases pursuant to Article 35.01.05.

35.01.09.03 For each Librarian rank there shall be a salary floor, which shall be determined each year.

No Librarian member's salary shall be less than the floor for his/her rank.

35.01.09.04 For each Librarian rank there shall be a salary ceiling., which shall be determined each year.

No Librarian member's salary shall exceed the ceiling for his/her rank, except as a result of merit increases pursuant to Article 35.01.05.

35.01.10 Members' salaries shall be paid semi-monthly.

35.02 **Payment for Overload, Distance Education, Off-Campus, and Contract Lecturers**

35.02.01 (A) For each HCE credit course, except a Distance Education course, taught by a full-time member on an overload basis, pursuant to, 16.02.12, the total payment (including vacation pay) shall be for 2016/17, \$5075; and for 2017/18, \$5151; and for 2018/19, \$5228; and for 2019/20 \$5307. For teaching a credit course which is less than a HCE, a member shall receive a pro-rated payment. A full-time member is not considered working on an overload basis if he/she has been granted a reduced teaching load and his/her subsequent teaching assignments do not exceed his/her regular teaching load. Payment for overload teaching will only be granted if the member's overload teaching assignment exceeds his/her assignment prior to receiving a reduced teaching load. All overload teaching assignments must be approved in writing by the member's Dean or the Provost and Vice-President (Academic) prior to the commencement of the course except in emergency circumstances. Members are cautioned about commencing overload teaching assignments without prior written approval, since this could result in non-payment.

(B) For Contract Lecturer members there shall be three levels of remuneration for teaching a HCE, except a distance education course:

Level I: For Contract Lecturer members with service of 30 or fewer HCEs the total payment (including vacation pay) shall be for 2016/17, \$7207; for 2017/18, \$7315; for 2018/19 \$7424, and for, 2019/20 \$7536. (Service is the cumulative total of all courses taught during any academic year since September 1988 in which the contract lecturer was a sessional lecturer or contract lecturer member of the Association).

Level 2: For Contract Lecturer members with service of 31 HCEs to 60 HCEs inclusive, the total payment (including vacation pay) shall be for 2016/17, \$7410; for 2017/18, \$7521; 2018/19 \$7634 and for 2019/20, \$7748.

Level 3: For Contract Lecturer members with service of more than 60 HCEs the total payment (including vacation pay) shall be for 2016/17, \$7816; for 2017/18, \$7933; for 2018/19 \$8052 and for 2019/20, \$8173.

(C) The hourly rates of pay for music performance instruction by Contract Lecturer members are as follows:

- i) for 2016/17, \$60.90 per hour;
- ii) for 2017/18, \$61.81 per hour;
- iii) for 2018/19, \$62.74 per hour,
- iv) for 2019/20, \$63.68 per hour,

35.02.02 For each HCE taught by a full-time member at an off-campus location which is a minimum of one hundred and twenty kilometres from the Thunder Bay or Orillia campus, he/she shall receive an inconvenience allowance of \$575. This amount will be pro-rated for a credit course which is less than a HCE.

35.02.03 (A) Development and/or delivery of a distance education course normally shall be part of a member's teaching assignment pursuant to 16.02.01.01 but may be a combination of such an assignment and overload. Notwithstanding 16.02.01.01, the Dean shall not assign development or delivery of a distance education course as part of a member's teaching responsibilities without his/her prior consent. Such consent shall not be withheld unreasonably. Development of a distance education course may occur over more than one year.

(B) When the development and/or delivery of a HCE distance education course is undertaken by a full-time faculty member on an overload basis pursuant to 16.02.01.01, he/she shall receive a total payment (including vacation pay) of:

- (i) For 2016/17, \$5075; for 2017/18, \$5151; for 2018/19, \$5228, and for 2019/20 \$5307 for work to develop a distance education course where the work is equivalent to teaching one course by normal teaching methods.
- (ii) For delivery, for 2016/17, \$1,750 plus \$222 per student over 10 students to a maximum of \$5075; for 2017/18, \$1,750 plus \$227 per student over 10 students to a maximum of \$5150; for 2018/19, \$1750 plus \$232 per student over 10 students to a maximum of \$5228; 2019/20, \$1750 plus \$237 per student over 10 students to a maximum of \$5307.

(C) When the development and/or delivery of a HCE distance education course is undertaken by a Contract Lecturer Member, he/she shall receive a total payment (including vacation pay) as follows:

(i) Level 1: For contract lecturer members with service of 30 or fewer HCEs the total payment (including vacation pay) shall be for 2016/17, \$7207; for 2017/18, \$7315; 2018/19 \$7424 and for 2019/20, \$7536. (Service is the cumulative total of all courses taught during any academic year since September in which the contract lecturer was a sessional lecturer or contract lecturer member of the Association).

Level 2: For contract lecturer members with service of 31 HCEs to 60 HCEs inclusive, the total payment (including vacation pay) shall be for 2016/17, \$7410; for 2017/18, \$7521; for 2018/19, \$7634, and for 2019/20 \$7748.

Level 3: For contract lecturer members with service of more than 60 HCEs the total payment (including vacation pay) shall be for 2016/17, \$7816; and for 2017/18, \$7933; for 2018/19 \$8052; and for 2019/20, \$8173.

(ii) For delivery, for 2016/17, Level 1 - \$1,750 plus \$362 per student over 10 students to a maximum of \$7207, Level 2 - \$1,750 plus \$376 per student over 10 students to a maximum of \$7410, Level 3 - \$1,750 plus \$403 per student over 10 students to a maximum of \$7816; for 2017/18, Level 1 - \$1750 plus \$367 per student over 10 students to a maximum of \$7315, Level 2 - \$1,750 plus \$382 per student over 10 students to a maximum of \$7521, Level 3 - \$1750 plus \$409 per student over 10 students to a maximum of \$7933; for 2018/19, Level 1 - \$1,750 plus \$373 per student over 10 students to a maximum of \$7424, Level 2 - \$1,750 plus \$388 per student over 10 students to a maximum of \$7634, Level 3 - \$1750 plus \$415 per student over 10 students to a maximum of \$8052. 2019/20, Level 1 - \$1,750 plus \$379 per student over 10 students to a maximum of \$7536, Level 2 - \$1,750 plus \$394 per student over 10 students to a maximum of \$7748, Level 3 - \$1,750 plus \$421 per student over 10 students to a maximum of \$8173.

### 35.03 Stipends for Chairs and Directors

35.03.01 Members who are Chairs or Directors shall receive an administrative stipend. The stipend shall be: for 2016/17, \$4400; for 2017/18, \$4600; for 2018/19, \$4800; and for 2019/20 \$5000.

35.03.02 An Acting Chair or Acting Director appointed pursuant to 28.01.07 shall receive the stipend in lieu of the Chair/Director for each full month served in excess of the first month.

#### 35.03.03 Stipends for Acting Appointments for Librarians

A librarian member who, in addition to his/her normal duties, is formally assigned a temporary position which continues for more than twenty (20) consecutive working days, excluding replacement

for normal annual vacation (as in 36.04.01), shall receive a stipend for the period in excess of twenty (20) working days based on the following rates:

- (A) for filling a vacant Librarian position resulting from illness, maternity/parental leave, resignation or leave of absence, \$450 per month;
- (B) for serving as Acting University Librarian, \$700 per month.

For (A) above, when more than one member is assigned a part of the responsibilities of the vacant position, the stipend shall be apportioned accordingly by the University Librarian.

35.04 Salary Adjustments from September 1, 2016 to August 31, 2017 for Faculty Members on staff as of June 30, 2016 (all increments added to base)

- 35.04.01 The scale increment shall be \$2300.
- 35.04.02 The Career Development Increment pursuant to 35.01.04 shall be \$2700. One CDI shall be added to a member's regular salary on September 1, 2016.
- 35.04.03 A special increment of \$0 shall be awarded to each faculty member.
- 35.04.04 A special adjustment shall be added to all regular salaries based upon Lakehead University's relative position with respect to Statistics Canada Data - Table 1 average salary by rank at January 1, 2016 in comparison to the following universities: Brock, Carleton, Guelph, Laurentian, Nipissing, Ottawa, Trent, Laurier, UOIT, Ryerson, Windsor. For the 2016/17 period, the adjustment shall be \$0.
- 35.04.05 A merit fund of \$70,000 shall be established for distribution pursuant to 35.01.05. Any portion of the merit fund that is not distributed in 2016/17 shall be added to the merit fund available for distribution in 2017/18.
- 35.04.06 An anomaly fund of \$10,000 shall be established for distribution pursuant to 35.01.06.
- 35.04.07 Notwithstanding 35.01.03 the 2016/17 floors and ceilings shall be
  - (A) Professor \$111,000 \$183,000
  - (B) Associate Professor \$91,000 \$163,080
  - (C) Assistant Professor \$75,000 \$113,690\*
  - (D) Lecturer \$65,000 \$90,480\*

\*Applies only to tenured Faculty Members. For untenured Faculty Members, the Associate Professor ceiling is also the Assistant Professor and Lecturer ceiling.

35.05 Salary Adjustments from September 1, 2017 to August 31, 2018 for Faculty Members on staff as of June 30, 2017 (all increments added to base)

- 35.05.01 The scale increment shall be \$2300.
- 35.05.02 The Career Development Increment pursuant to 35.01.04 shall be \$2,700. One CDI shall be added to a member's regular salary on September 1, 2017.
- 35.05.03 A special increment of \$0 shall be awarded to each faculty member.
- 35.05.04 A special adjustment shall be added to all regular salaries based upon Lakehead University's relative position with respect to Statistics Canada Data - Table 1 average salary by rank at January 1, 2017 in comparison to the following universities: Brock, Carleton, Guelph, Laurentian, Nipissing, Ottawa, Trent, Laurier, UOIT, Ryerson, Windsor. For the 2017/18 period, the adjustment shall be \$0.
- 35.05.05 A merit fund of \$70,000 shall be established for distribution pursuant to 35.01.05. Any portion of the merit fund that is not distributed in 2017/18 shall be added to the merit fund available for distribution in 2018/19.
- 35.05.06 An anomaly fund of \$10,000.00 shall be established for distribution pursuant to 35.01.06.
- 35.05.07 Notwithstanding 35.01.03 the 2017/18 floors and ceilings shall be

(A)	Professor	\$113,000	\$188,000
(B)	Associate Professor	\$93,000	\$167,290
(C)	Assistant Professor	\$77,000	\$116,625*
(D)	Lecturer	\$67,000	\$ 92,815*

\*Applies only to tenured Faculty Members. For untenured Faculty Members, the Associate Professor ceiling is also the Assistant Professor and Lecturer ceiling.

35.06 Salary Adjustments from September 1, 2018 to August 31, 2019 for Faculty Members on staff as of June 30, 2018 (all increments added to base)

- 35.06.01 The scale increment shall be \$2300.
- 35.06.02 The Career Development Increment pursuant to 35.01.04 shall be \$2700. One CDI shall be added to a member's regular salary on September 1, 2018.
- 35.06.03 A special increment of \$0 to each faculty member.
- 35.06.04 A special adjustment shall be added to all regular salaries based upon Lakehead University's relative position with respect to Statistics Canada Data - Table 1 average salary by rank at January 1, 2018 in comparison to the following universities: Brock, Carleton, Guelph, Laurentian, Nipissing, Ottawa, Trent, Laurier, UOIT, Ryerson, Windsor. For the 2018/19 period, the adjustment shall be \$0.

35.06.05 A merit fund of \$70,000 shall be established for distribution pursuant to 35.01.05. Any portion of the merit fund that is not distributed in 2018/19 shall be added to the merit fund available for distribution in 2019/20.

35.06.06 An anomaly fund of \$10,000.00 shall be established for distribution pursuant to 35.01.06.

35.06.07 Notwithstanding 35.01.03 the 2018/2019 floors and ceilings shall be

(A)	Professor	\$115,000	\$193,000
(B)	Associate Professor	\$95,000	\$171,500
(C)	Assistant Professor	\$79,000	\$119,560*
(D)	Lecturer	\$69,000	\$ 95,150*

\*Applies only to tenured Faculty Members. For untenured Faculty Members, the Associate Professor ceiling is also the Assistant Professor and Lecturer ceiling.

35.07 Salary Adjustments from September 1, 2019 to August 31, 2020 for Faculty Members on staff as of June 30, 2019 (all increments added to base)

35.07.01 The scale increment shall be \$2300.

35.07.02 The Career Development Increment pursuant to 35.01.04 shall be \$2700. One CDI shall be added to a member's regular salary on September 1, 2019.

35.07.03 A special increment of \$0 to each faculty member.

35.07.04 A special adjustment shall be added to all regular salaries based upon Lakehead University's relative position with respect to Statistics Canada Data - Table 1 average salary by rank at January 1, 2019 in comparison to the following universities: Brock, Carleton, Guelph, Laurentian, Nipissing, Ottawa, Trent, Laurier, UOIT, Ryerson, Windsor. For the 2019/20 period, the adjustment shall be \$0.

35.07.05 A merit fund of \$70,000 shall be established for distribution pursuant to 35.01.05. Any portion of the merit fund that is not distributed in 2019/20 shall be added to the merit fund available for distribution in 2020/21.

35.07.06 An anomaly fund of \$10,000.00 shall be established for distribution pursuant to 35.01.06.

35.07.07 Notwithstanding 35.01.03 the 2019/2020 floors and ceilings shall be

(A)	Professor	\$117,000	\$198,000
(B)	Associate Professor	\$97,000	\$175,710
(C)	Assistant Professor	\$81,000	\$122,495*
(D)	Lecturer	\$71,000	\$ 97,485*

\*Applies only to tenured Faculty Members. For untenured Faculty Members, the Associate Professor ceiling is also the Assistant Professor and Lecturer ceiling.



35.08 Salary Adjustments from September 1, 2016 to August 31, 2017 for Librarian Members on Staff as of June 30, 2016 (all increments added to base)

- 35.08.01 The scale increment shall be \$1,500.
- 35.08.02 The Career Development Increment pursuant to 35.01.04 shall be \$2,000. One CDI shall be added to a member's regular salary on September 1, 2016.
- 35.08.03 A special increment of \$0 shall be awarded to each Librarian member.
- 35.08.04 A merit fund of \$4,000 shall be established for distribution pursuant to 35.01.05. Any portion of the merit fund that is not distributed in 2016/17 shall be added to the merit fund available for distribution in 2017/18.
- 35.08.05 An anomaly fund of \$1,000 shall be established for distribution pursuant to 35.01.06.
- 35.08.06 The 2016/17 floors and ceilings shall be:
- |     |               |          |           |
|-----|---------------|----------|-----------|
| (A) | Librarian IV  | \$81,500 | \$131,495 |
| (B) | Librarian III | \$73,500 | \$118,345 |
| (C) | Librarian II  | \$64,500 | \$118,345 |
| (D) | Librarian I   | \$59,500 | \$101,360 |
- 35.08.07 The hourly rates for members employed on a part time basis pursuant to 13.04 shall be:
- |     |               |         |
|-----|---------------|---------|
| (A) | Librarian III | \$38.45 |
| (B) | Librarian II  | \$33.47 |
| (C) | Librarian I   | \$30.78 |

35.09 Salary Adjustments from September 1, 2017 to August 31, 2018 for Librarian Members on Staff as of June 30, 2017 (all increments added to base)

- 35.09.01 The scale increment shall be \$1,500.
- 35.09.02 The Career Development Increment pursuant to 35.01.04 shall be \$2,000. One CDI shall be added to a member's regular salary on September 1, 2017.
- 35.09.03 A special increment of \$0 shall be awarded to each Librarian member.
- 35.09.04 A merit fund of \$4,000 shall be established for distribution pursuant to 35.01.05. Any portion of the merit fund that is not distributed in 2017/18 shall be added to the merit fund available for distribution in 2018/19.
- 35.09.05 An anomaly fund of \$1,000 shall be established for distribution pursuant to 35.01.06.

35.09.06 The 2017/18 floors and ceilings shall be:

(A)	Librarian IV	\$83,000	\$134,320
(B)	Librarian III	\$75,000	\$120,890
(C)	Librarian II	\$66,000	\$120,890
(D)	Librarian I	\$61,000	\$103,540

35.09.07 The hourly rates for members employed on a part time basis pursuant to 13.04 shall be:

(A)	Librarian III	\$39.02
(B)	Librarian II	\$33.98
(C)	Librarian I	\$31.25

35.10 Salary Adjustments from September 1, 2018 to August 31, 2019 for Librarian Members on Staff as of June 30, 2013 (all increments added to base)

35.10.01 The scale increment shall be \$1,500.

35.10.02 The Career Development Increment pursuant to 35.01.04 shall be \$2,000. One CDI shall be added to a member's regular salary on September 1, 2018.

35.10.03 A special increment of \$0 shall be awarded to each Librarian member.

35.10.04 A merit fund of \$4,000 shall be established for distribution pursuant to 35.01.05. Any portion of the merit fund that is not distributed in 2018/19 shall be added to the merit fund available for distribution in 2019/20.

35.10.05 An anomaly fund of \$1,000 shall be established for distribution pursuant to 35.01.06.

35.10.06 The 2018/2019 floors and ceilings shall be:

(A)	Librarian IV	\$84,500	\$137,145
(B)	Librarian III	\$76,500	\$123,435
(C)	Librarian II	\$67,500	\$123,435
(D)	Librarian I	\$62,500	\$105,720

35.10.07 The hourly rates for members employed on a part time basis pursuant to 13.04 shall be:

(A)	Librarian III	\$39.61
(B)	Librarian II	\$34.49
(C)	Librarian I	\$31.72

35.11 Salary Adjustments from September 1, 2019 to August 31, 2020 for Librarian Members on Staff as of June 30, 2019 (all increments added to base)

35.11.01 The scale increment shall be \$1,500.

35.11.02 The Career Development Increment pursuant to 35.01.04 shall be \$2,000. One CDI shall be added to a member's regular salary on September 1, 2019.

35.11.03 A special increment of \$0 shall be awarded to each Librarian member.

35.11.04 A merit fund of \$4,000 shall be established for distribution pursuant to 35.01.05. Any portion of the merit fund that is not distributed in 2019/20 shall be added to the merit fund available for distribution in 2020/21.

35.11.05 An anomaly fund of \$1,000 shall be established for distribution pursuant to 35.01.06.

35.11.06 The 2019/2020 floors and ceilings shall be:

(A)	Librarian IV	\$86,000	\$139,970
(B)	Librarian III	\$78,000	\$125,980
(C)	Librarian II	\$69,000	\$125,980
(D)	Librarian I	\$64,000	\$107,900

35.11.07 The hourly rates for members employed on a part time basis pursuant to 13.04 shall be:

(A)	Librarian III	\$40.20
(B)	Librarian II	\$35.00
(C)	Librarian I	\$32.19