



Employment Policy - Employment Wages

1. Purpose

- 1.1. To outline the wages of part-time employees;
- 1.2. To ensure that any discrepancies for wages of employees is reviewed in a fair and equitable manner.

2. Administration

- 2.1. The Student Representative Assembly (SRA) shall administer this policy;
- 2.2. Changes to this policy must be approved by the SRA.

3. General Provisions

- 3.1. Employment wages and hours worked shall be contained in APPENDIX A of this policy;
- 3.2. Wages outlined in Appendix A of this policy shall increase annually, at a rate equal to the previous calendar year's Consumer Price Index (as measured by Statistics Canada "annual averages index" for Ontario), rounding to the nearest cent as required;
- 3.3. This policy shall be reviewed yearly to ensure wages and hours are fair, up to date, and financially sustainable;
- 3.4. The Vice-President (Finance) shall forward changes in the wages to the SRA by January 31 each year for information;
- 3.5. The Vice-President (Finance) shall calculate the adjusted wages for the next fiscal year for presentation with the annual budget; the new wages shall be considered effective and part of this operating policy May 1 of each year;
- 3.6. Wages marked with an asterisk (*) are eligible for Variable Capped Hours, as indicated by the job description of each position;

Approved 95Q

Revised 96F, 96L, 96P, 96Q, 97D, 97J, 97K, 97R, 98A, 98I, 98K, 98R, 99F, 99N, 00B, 00K, 00P, 01H, 01O, 02B, 02D, 02Q, 04J, 04R, 05O, 06E, 06F, EB 06-25, EB 06-27, EB 07-03, EB 08-01, 08D, 08E, 08I, 08R, 09E, 09F, 09H, 10B, 10C, 10D, 10N, 10P, 11N, 11Q, 12B, EB 12-01, EB 12-05, EB 12-06, 12G, 12Q, 13C, EB 13-03, 13G, 13L, 13M, 13O, 14C, 16J

3.6.1. Student managers under this category may work up to 100 hours in the summer as approved by their direct supervisor.

3.7. The lowest level of pay for McMaster Students Union part-time employees will be equal to their corresponding government regulated minimum wage plus \$0.15;

3.8. Any wage discrepancies or changes will be addressed by Executive Board, in consultation with the Wage Review Committee.

4. Wage Incentive

4.1. The wage incentive is to encourage part-time staff to return to the same position within the same department ;

4.2. Any part-time staff in a department will be eligible to receive the wage increase if they:

4.2.1. Have worked in the department for at least one full academic year and;

4.2.2. Have approval from the supervisor, in conjunction with the Vice-President (Finance).

4.3. Wage incentive shall be \$0.20 for all levels outlined in **Appendix A** of this policy;

4.3.1. All wage incentives shall be capped at two (2) increases;

4.4. Section 4 shall be reviewed every four (4) years to ensure incentives are fair, up to date, and financially sustainable.

5. Wage Review

5.1. A Wage Review Committee shall conduct wage reviews of newly created positions and part-time employees whose job descriptions have changed during the current fiscal year;

5.2. The committee shall convene upon request of a wage review and will consist of:

5.2.1. One (1) member of the Board of Directors;

5.2.2. One (1) member of Executive Board;

5.2.3. the Operations Coordinator.

5.3. All ratification of wages and placements will be ratified by Executive Board;

5.4. Appeals of any wage review may be brought to the Operations Coordinator's immediate attention within three business days of receiving final report;

5.4.1. Appeals will be brought forward to the Executive Board and cases will be heard in closed session.

