

Understanding Your Salary, Merit Pay and Pay for Performance

This fact sheet provides information for Health Quality Ontario (HQO) members on the salary- and merit-related provisions contained within your 2014-2018 Collective Agreement.

Salary Increases

Your salary range is based upon the classification of your position. The Collective Agreement sets the salary range for each classification, with a minimum and a maximum assigned.

The 2014-2018 HQO Collective Agreement includes across the board (ATB) salary increases for all permanent and fixed-term employees in the last two years of the agreement.

April 1, 2014: 0%

April 1, 2015: 0% (although a 1% lump sum amount was paid)

April 1, 2016: 1.4% ATB

April 1, 2017: 1.4% ATB

The ATB increase is applied to individual salary rates, as well as the minimum and maximum of the salary ranges of all levels. This increase is separate from merit increases which are awarded to employees.

How the ATB affects you depends on where you are in your salary range:

- If you are *below the maximum* of your salary range on March 31, the April 1 increase will be applied to both your salary and to the maximum of the salary range. You will continue to be eligible for merit on your next anniversary date.
- If you are *at the maximum* of your salary range on March 31, the ATB will be applied to both your salary and to the maximum of the salary range. You will remain at the maximum of the salary range and will not be eligible for a merit increase on your next anniversary date.

Merit Pay

If your salary is within the salary range, you are eligible to receive a 0-5% merit pay increase based on your work performance during the 12-month work cycle that coincides with your anniversary date. Such merit increases are based on your

supervisor's assessment of your performance, as outlined in your yearly performance objectives. A satisfactory rating automatically provides you with a 3% merit increase.

If your merit increase causes your salary to exceed the salary maximum, the excess amount will be paid out to you as a lump-sum bonus. Any lump sum you receive will not increase your base salary beyond the maximum salary range.

Pay For Performance

Employees who are at the maximum of their salary range will be eligible for a pay for performance bonus instead of a merit increase. The bonus is a lump sum payable on March 31st of each year for performance in the previous fiscal year.

Note that you have to have been at the maximum of your salary range for at least 12 months to receive your full bonus. An employee who has been earning the max for less than 12 months will receive a pro-rated amount.

The amount of the bonus is 3.5% for satisfactory performance and 6% for above satisfactory performance.

Questions?

Please direct any questions to an AMAPCEO HQO [Workplace Representative](#). A complete list of Workplace Representatives can be found on the AMAPCEO website at www.amapceo.on.ca