

## Academic Salary Policy 2019 Implementation Schedule (Including Appeal, Anomaly and Retention)

Timeline	Tasks
February 1-28	Eligibility list available to be verified through MINERVA (changes must be e-mailed to Daniel Gélinas).
March 11 to April 12 (noon)	Merit awards, merit categories and all recommendations for individual anomaly corrections must be filled by Faculties through MINERVA.  <b>Note:</b> retention allocation requests may occur year-round.
April 12 (noon)	MINERVA application closes to Faculties (HR).
April 15 -16	Total Compensation validates Minerva entries and confirms back to Faculties before merit recommendation results are distributed to units.
April 17-26	Deans/Chairs inform individual staff of their merit category.
April 17 – April 30	Anomaly and Retention Report finalized and reviewed (APO). Preliminary recommendations prepared by Associate Provost (Equity & Academic Policies) and reviewed with Provost and Vice-Principal (Academic).
May 1	Associate Provost (Equity & Academic Policies) informs Deans of decisions on Anomaly and Retention.
May 6	Deadline for merit appeals by staff members.
May 10	Deans advised of final Provostial decision by Associate Provost (Equity & Academic Policies) on anomaly and retention allocations if review was requested.
May 17	Deadline for the Office of the Provost and Vice-Principal (Academic) to enter final results in MINERVA. Minerva application closes at 5:00 p.m.
June 2	Salary policy is run.
June 3	Actual pay is run.
June 7	Salary increases are implemented.

**Note:** Central HR and Office of the PVPA are involved during the entire process to answer questions and ensure compliance with academic salary policy rules