

## COMPENSATION POLICY FOR SENIOR ADVANCEMENT PROFESSIONALS

### COMPENSATION POLICY FOR ADVANCEMENT PROFESSIONALS

This policy covers the compensation program for Professional/Managerial advancement positions including Senior Development Officers and Program Managers throughout the University of Toronto and it will be administered and maintained through the Advancement Compensation Committee. All other terms and conditions of employment for such employees are contained within the document *Policies for Professionals/Managers* and/or the general University policies.

#### SALARY RANGES

There are two broad band salary ranges for Advancement Professionals. The salary range for positions classified as 1AP is structured with a minimum and a maximum. The salary range for positions classified as 2AP is structured with a minimum and no maximum. Movement through the salary range is based solely on performance.

Salary ranges are published annually in an appropriate manner.

#### STARTING SALARIES & PROBATIONARY PERIODS

Starting salaries must be approved, taking into account market data on comparable positions, both within and external to the University, as well as the individual applicant's experience, skills, abilities, qualifications and anticipated contribution. Newly appointed Advancement Professionals shall be considered probationary until successful completion of a probationary period, which will be a minimum of 9 months and may be up to 12 months of active employment. The length of the probation is to be determined by the hiring manager taking into consideration an individual's experience and qualifications in relation to the requirements of the position.

#### ANNUAL SALARY ADJUSTMENT PROGRAM

Salaries will be reviewed on an annual basis, with adjustments to be made effective July 1. Individual salaries may be reviewed and adjusted more frequently as appropriate. Increases will be awarded solely on performance, related to quantitative and qualitative measures of effort invested and achievement of goals, as set out in an annual accountability contract. The actual amounts for each component of the annual program will be communicated to Advancement Professionals each year.

For employees classified as 2-AP, a regular part of the annual compensation package will include an incentive lump-sum payment component, not additive to base salary. The amount of this 'at risk' award will be determined annually based on the achievement of pre-established and agreed upon contracted deliverables, established each year. Although such payments vary in amount based on a given year's achievements, they are considered, for pension purposes, to be included in the calculation of the total annual compensation.

All employees subject to this policy will be held to consistently high standards of performance; the achievement of goals and objectives will be subject to rigorous review on a regular basis, normally quarterly with division heads, and at least annually with both the Vice President and the Division Head.

Individuals on probation on July 1 are not eligible for the annual salary adjustment until the following July 1 after successful completion of probation.

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### **One Time Only (OTO) PAYMENTS**

For employees whose salaries are in the 1-AP range, OTO payments may be awarded to an employee to recognize extraordinary effort and/or contribution. Such payments are not part of the employee's regular salary.

### **EMPLOYMENT CONTRACTS**

Each individual at the 2-AP level will have a unique, mutually agreed-upon employment contract with the University outlining the particulars of her/his appointment and compensation arrangements, such as base salary, probationary period, incentive pay opportunities and schedules, severance arrangements, based on factors including divisional requirements, goals, strategy and status.

### **PROMOTIONAL INCREASES**

A staff member will be eligible for a promotional increase when his/her position is reclassified from 1-AP to 2-AP or when s/he moves to a position classified at 2-AP. The amount of the increase in salary should reflect the higher level of the position.

A staff member may be eligible for a base salary increase if he/she takes on additional on-going responsibilities but remains within the current salary band.

The creation of any new AP positions is to be approved through the Vice President and Chief Advancement Officer on behalf of the Advancement Compensation Committee.

### **APPROVAL PROCESS AND THE ADVANCEMENT COMPENSATION COMMITTEE**

Starting salaries, promotional increases, OTO lump sum payments, position titles and objectives must be approved by the Vice President and Chief Advancement Officer on behalf of the Advancement Compensation Committee, in accordance with the *Policy on Appointments and Remuneration* and the regulations of the Senior Salary Committee.

The Advancement Compensation Committee, chaired by the Vice President of Human Resources and Equity, will consist of the Vice President and Chief Advancement Officer, the Assistant Vice President of Advancement, two division heads and a designated Human Resources Professional. Annually, the committee will be responsible for determining the base salary increase amounts and incentive lump-sum payments for the annual salary adjustment program which can range up to a maximum increase of 10% of base salary; and for 2-AP positions, the incentive lump-sum payment component of the program can range up to 15%.

The committee will also be responsible for: monitoring the advancement function from an institutional compensation perspective, assessing external salary market data and employment trends in the advancement field; ensuring consistent performance standards and expectations; reviewing promotions and hiring salaries; reviewing anomalies and recommending adjustments as required; approving all annual salary adjustment increases and for 2-AP positions, incentive lump sum payments; monitoring increases and incentive payments for all advancement staff; and reporting or seeking approval, as required for salary increases for advancement employees in the Senior Salary Category in accordance with the *Policy on Appointments and Remuneration* and the regulations of the Senior Salary Committee.