Salary Review Process

Annual salary increases are based on funds available in the budget, the combined judgment of each employee's supervisor, department and division head and on a College-wide review. The review process is to insure objectivity and equity and that salary budgets are not exceeded (Compensation Program).

Compensation Program

Philosophy and Objectives:
The College policy on compensation has the goals of providing competitive compensation for services rendered and to attract and retain staff of the highest quality. The pricing policy is framed in terms of the relevant market within which the College is competing to insure staff of the highest quality within the limits of affordability. Carleton's compensation program has the following goals:

- To provide compensation that is externally competitive and internally equitable, consistent with the College's financial requirements.
- To give staff compensation high priority in the College's budget.
- To encourage staff to maximize their job performance.

Salary Recommendation Process:
Annual salary increases are based on the funds available in the budget, the combined judgment of each employee's supervisor, department head and division head and on a College-wide review. In a small department, the supervisor will also be the department head. The review process is to promote objectivity and equity and to ensure that salary budgets are not exceeded.

The College's annual budget typically allows for standard salary increases and some additional amounts to be used for staff that need a market adjustment or for limited merit increases. Each year supervisors are provided with guidelines for salary increases and with salary history information for each staff member. The guidelines establish a standard increase to be given for satisfactory performance. A supervisor's salary recommendation to the division head will be influenced by such factors as the guidelines mentioned above, an individual's performance, salary history progression and the performance and status of others in the department. On rare occasions, salary increases may be given for reasons other than standard or merit, and are subject to special review and approval.

Supervisors are responsible for reviewing an individual's performance as part of the salary recommendation. Typically, the most recent annual performance evaluation provides a basis for the review. The performance evaluation assesses a staff member's strengths and weaknesses and how well the job is being performed. When determining the merit portion of a salary recommendation, supervisors consider such factors as the individual's knowledge, judgment displayed, quality and quantity of work produced, imagination used in its production, use of cooperation and enthusiasm in providing services and special contributions.

Individuals with specific questions or problems are encouraged to talk directly with their supervisor.

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