



## MIDPOINT PROGRESSION INCREASE FOR MANAGEMENT & PROFESSIONAL, NON-UNION RESEARCH ASSISTANT/TECHNICIANS, EXECUTIVE ADMINISTRATIVE STAFF & FARM WORKERS

### FREQUENTLY ASKED QUESTIONS

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*For HR Administrators*

**Q: Who are eligible for MPI?**

A: M&P employees represented by AAPS, Non-union Technicians and Research Assistants (RA/T), Executive Administrative Staff, and Farm Workers who are hired between the minimum and the midpoint, and are performing satisfactorily, are eligible for MPI.

**Q: How long does it take for employees to progress the salary to the midpoint?**

A: For AAPS M&P employees, they have up to 4 years to progress to the midpoint, subject to satisfactory performance. For RA/Ts, Executive Administrative Staff and Farm Workers, they are compensated at the midpoint of their range by the end of their second year in the position, subject to supervisory approval.

**Q: What are the governance agreements pertaining to MPI?**

A: For AAPS and M&P employees, refer to the Letter of Agreement #1, Article 4 in The Agreement on Conditions and Terms of Employment between The University of British Columbia and The Association of Administrative and Professional Staff. For RA/Ts and Farm Workers, refer to the section on Compensation Policy and Practice in the Handbook for Technicians & Research Assistants. For Executive Administrative Staff, refer to the section on Compensation Policy and Practice in the Handbook for Executive Administrative Staff.

**Q: How is the Midpoint Progression Increase funded?**

A: The department is responsible for funding the increase.

**Q: Does MPI have to be provided for an eligible AAPS M&P employee every year?**

A: As per the Letter of Agreement #1 in AAPS Handbook, "An employee shall receive an increment once annually, no later than his/her anniversary date in the current position, provided that there is satisfactory performance in the job. "If the department has documented performance conversations pertaining to an employee's unsatisfactory performance, the department is not obliged to give a MPI. However, if there is no documentation of unsatisfactory performance, the department has the obligation to provide an MPI as per the LOA.

**Q: Do I have to wait until the 4th year to bring AAPS M&P employees to the midpoint?**

A: "The University shall ensure that employees are compensated to the midpoint of the salary range by the end of their fourth year in the position, from date of hire, subject to satisfactory performance." Departments have the discretion to bring employees to the midpoint in the 1st, 2nd or 3rd year and not wait until the 4th year.

**Q: Can I move RA/Ts, Executive Administrative staff, and Farm Workers to the midpoint after 1 year?**

Yes. Although employees have up to 2 years to reach the midpoint based on satisfactory performance, the department has the discretion to move employees to the midpoint is less than 2 years.



**Q: Can MPI be given earlier than the anniversary date?**

A: “An employee shall receive an increment once annually, no later than his/her anniversary date in the current position, provided that there is satisfactory performance in the job.”

MPI is to be given on the anniversary date. MPI may be given earlier than the anniversary date, but no earlier than 4 months prior. That is, an employee is required to have worked for at least 8 months in order for a performance evaluation to be considered adequate.

For example, if the anniversary date is November 1, 2022, the earliest MPI that can be given is July 1, 2023. However, the department cannot adjust the date 4 months earlier for subsequent years.

In subsequent years, the MPI may be given either on July 1 or November 1 which is the true Job Entry Date.

If an employee receives an early MPI on July 1, 2022, the earliest an employee may receive any form of increases is July 2023.

**Q: Are employees who are on leave (e.g. maternity leave) eligible for MPIs?**

A: Employees who are on leave (e.g. maternity leave) are eligible for MPIs. If the leave is maternity/parental and the MPI effective date is during the leave, Workday will automatically recalculate the top-up owed (regardless of whether the data entry is done while the employee is on leave or after they return). A new ROE would be manually generated by payroll representatives if it would amount to increased EI benefits for the employee.

**Q: If an employee’s probation is extended due to leave, when can the employee receive the 1<sup>st</sup> MPI?**

A: If an employee has to serve a probationary period and the probation is extended, the employee shall not receive the MPI before the probation has been completed. If an employee is eligible for a probationary increase, the first increase an employee shall receive is a probationary increase. The employee can receive MPI on the following anniversary date. For example, if an employee started the position on April 1<sup>st</sup>, 2020, and the probation was extended to May 25<sup>th</sup>, 2022 due to maternity leave, then the employee should receive the probationary increase on May 25<sup>th</sup>, 2022 and MPI on April 1, 2023. The employee will still reach the midpoint by April 1<sup>st</sup>, 2024.

**Q: If an AAPS M&P employee was temporarily promoted and missed some months in the current position during the 4-year period, will the employee still reach the midpoint by the fourth year in the current position?**

A: The employee will still reach the midpoint by the end of their fourth year in the current position. For example, if an employee started the position on April 1st, 2020 and had a temporary promotion during May 1-October 31, 2021, the employee will still reach midpoint by April 1st, 2024.

**Q: Can an employee’s MPI be processed retroactively if it was missed in the past year(s)?**

A: Department can retroactively process the missed MPI; however, departments need to remember to process any subsequent compensation change such as GWI. Failure to adjust all compensation records will cause the employee’s pay to revert back to the current or future-dated salary. Please refer to the Knowledge Base Article [Request Compensation Change](#).



**Q: If an employee has received temporary salary increase on the base salary due to additional responsibilities, should the MPI be added on the salary with temporary increase, or on the salary prior to the temporary increase?**

A: MPI should be added to the salary prior to the temporary increase. Department needs to process 3 transactions in order to do it: 1) submit a salary correction effective on the anniversary date to change the salary to the amount prior to the temporary increase; 2) submit MPI effective on the anniversary date; and 3) submit another salary correction effective on the anniversary date to put back the increase for additional responsibilities.

For example: an employee received temporary increase effective January 25th, 2023 due to additional responsibilities, and the temporary increase will end on June 24<sup>th</sup>, 2023. The employee's anniversary date for MPI is April 1, 2023. Before April 1, 2023, the department will need to submit a salary correction effective April 1, 2023 to change the salary to the amount prior to the temporary increase in order to submit MPI effective April 1, 2023, and then submit another salary correction to put back the temporary increase for additional responsibilities again effective April 1, 2023.

**Q: What should the % increase be for each MPI?**

A: It is within the department's discretion to determine the % increase.

**Q: Can a Department give a MPI that brings the salary to over the midpoint?**

A: The Midpoint Progression Increase is for the purpose of moving an employee to the midpoint. Any increase beyond the midpoint is based on the Performance-based Merit Pay Program. As such, Department can only bring the salary to the midpoint.

**Q: What is Compensation's role in administering MPI program?**

A: Compensation's role is to ensure adherence to the various handbooks on Midpoint Point Progression. Each year in late January/early February, Compensation will distribute a memo to Deans, Department Heads, and Directors and Administrators to remind them of their responsibility of adherence to the various handbooks on Midpoint Progression increase. The memo provides link to accessing the Workday Knowledge Article on how to run Probationary and Midpoint Progression Increase report. HR Advisors/HR Managers/HR Associates are copied on the Memo.

**Q: What is the Departments' role in administering MPI program?**

A: Departments have the obligation to fulfill the terms and conditions of employment and therefore are expected to run the Probationary and Midpoint Progression Increase report, review employee's eligibility, and process Request Compensation Change in Workday for eligible employees.

**Q: Why does the Probationary and Midpoint Progression Increase report show some employees whose salary is already at or above midpoint?**

A: The Workday report is for both probationary increase and MPI. It includes employees who are hired between the minimum and the midpoint and who are eligible for MPI, plus employees who are above the midpoint and are eligible for a probationary increase.

**Q: Who should I contact if I have questions About MPI?**

A: if you have questions regarding MPI, please contact HR Advisory Services who administers employees Handbooks and provides consultation to the departments. If you have questions regarding employee's eligibility or MPI date, please contact Compensation. If you have questions about running the report, contact or submit a ticket to the Integrated Service Centre.