

Date: February 29, 2024

ATIPP Request 002-17-329-24

This document provides a response to the following ATIPP request:

“The number of administrative positions that got a pay raise, pay cut and/or bonus (or other forms of performance incentives) for the calendar year 2023. Separate this information by type (raise, cut, or bonus). Please provide the annual costs of these pay increases and bonuses. Provide equivalent records and/or ranges if exact amounts cannot be provided.”

Clarification from Applicant: *include non-academic employees, including faculty administrators*

Pay Raises

The “Number of Employees with Pay Raises” was generated by counting employees with one or more of the identified pay increase types (see below) in the requested year (counting a maximum of one record per employee) for the requested groups. The “Estimated Annual Pay Raise Cost” is the sum of the salary differences recorded between the old pay rates and the new pay rates based on any of the types identified.

Pay Raise Types Included:

- General Salary Increases
- Minimum Wage Increases
- Step Increases

2023		
Employee Group	Number of Employees with Pay Raises	Estimated Annual Pay Raise Cost
Academic Administrators*	117	\$1,476,689
Non-Academic Employees**	2,688	\$10,838,313
Total	2,805	\$12,315,002

*Examples of Academic Administrators: Dean, Associate Dean, Department Head, Division Head, etc.

**Examples of Non-Academic Employees: CUPE, NAPE, Non-Bargaining, Management, Professional, etc.

Pay Cuts

A query was run to report jobs changes with a reason of Demotion. No records were returned.

Bonuses

The “Number of Employees with Bonuses” was generated by counting employees with one or more of the identified bonus events (see below) in the requested year (counting a maximum of one record per employee) for the requested groups. “Total Annual Bonuses” is the sum of all bonuses (of the types identified below) paid in the requested year. While some of these earnings may not meet the ideal definition of a bonus, it is consistent with what Memorial reports as bonuses in the annual compensation disclosure to the Government of Newfoundland and Labrador.

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Bonus Types Included:

- Bonus payments – includes special payments to Clinical Faculty and signing bonuses given as the results of bargaining agreements (e.g., Signing bonuses)
- Career Awards (e.g., Canada Research Awards)
- Northern Allowance
- Other Awards (e.g., Presidents Awards, Deans Awards)

2023		
Employee Group	Number of Employees with Bonuses	Total Annual Bonuses
Academic Administrators	4	\$19,100
Non-Academic	665	\$1,211,586
Total	669	\$1,230,686

Notes: Some of the bonuses reported in the “Total Annual Bonuses” may have been funded externally but processed through Memorial’s payroll system.

Other Notes

- The numbers presented in this document intentionally omit events that required more detailed reviews of identified employees and were time/resource intensive to accurately report (e.g., Promotions, Additional Compensation, Market Salary Adjustments, One-Pays, Revised Contracts, Work Hour Increases/Decreases, Per Course Instructor pay increases, and other miscellaneous salary changes that require more thorough reviews in order to report).
- The “Estimated Annual Pay Raise Cost” estimates the cost of increases on an annual basis and does not provide an actual cost of the pay raises in each year. In order to provide an actual cost, a much more extensive review of each employee job/pay record would be required (e.g., to account for proration based on time of increase, to remove costs if employees were on leave, etc.).
- The following jobs records were excluded from the numbers reported in this document in order to omit employees who are not normally reported in formal inquiries unless specifically requested:
 - Student jobs
 - Separately Incorporated Entities (SIEs) or Agency jobs (e.g., C-CORE). Memorial manages payroll for these external groups but these are not Memorial employees and are not normally included in official Memorial only reporting
 - Long term disability leave jobs
 - Salary Continuance jobs
 - Standardized Patient and Clinical Skills Facilitator jobs (both reside in the Faculty of Medicine)