

Compensation and Administration

Purpose / Intent

The purpose of this policy is to highlight AMS compensation procedures for all AMS employees.

Terminology (if applicable)

The term “AMS” means the Alma Mater Society of Queen’s University Incorporated and the Alma Mater Society of Queen’s University.

The term “Executive” refers to the person or persons who have been elected as the President, Vice President (Operations), and Vice President (University Affairs).

The term “Direct Supervisor” refers to the specific Director, Commissioner, Head Manager, or member of the Executive who directly oversees the employee.

The term “salaried staff” refers to the Executive, Head Managers, Directors, and Commissioners who work for the AMS and are paid a fixed salary based on their hours worked.

The term “waged staff” refers to any employee who works for the AMS and is paid a wage on an hourly basis.

The term “Senior Management” collectively refers to the Commissioners, Directors, and Head Managers of the Major Services.

The term “Assistant Managerial Staff” refers to all other managerial staff in the Services, Offices, and Commissions who are not a part of Senior Management.

Scope

This policy applies to all AMS employees.

Due to the procedural nature of this policy, Permanent staff should first reference the Compensation and Administration section of the Permanent Staff Policy.

Policy

Remuneration Administration

1. Remuneration
 - a. Salaries and wages shall be reviewed every three years and established by the AMS Board of Directors as required. This review shall, to the extent possible, be completed prior to the commencement of the annual winter/spring hiring period so as to ensure all applicants have accurate remuneration information for AMS positions.
 - b. The compensation grid is prepared by the Payroll Officer annually and reflects the changes approved by the Board of Directors.
 - c. Once the Board of Directors has confirmed all approved changes are reflected in the updated compensation grid, then the Controller will provide a copy to the President, Vice-President (Operations), Vice-President (University Affairs) and Human Resources Officer.
 - d. Should any discrepancies be noted, or changes required, the Vice-President (Operations) shall seek final approval from the Board of Directors.
2. Pay Periods
 - a. All staff will be paid bi-weekly
3. Earned wages in the bi-weekly pay period will be paid out by direct deposit on the Friday following the end of the pay period.**Pay Discrepancies**
 - a. Any pay-related concerns or inquiries should be directed to their manager and then to the Payroll Officer.
4. Compensation for Personal Property Loss or Damage
 - a. The AMS shall bear no responsibility for the loss or damage to any personal property of an employee that is not required, or otherwise necessary, for the employee to perform their normal duties in the workplace.
 - b. Use of personal property must be communicated, agreed upon, and approved, in writing, by the executive prior to use.
 - c. Where an employee's personal property is required in the performance of their duties, and that property is damaged during the normal course of work, that employee's direct supervisor, in consultation with the next level of management,

shall have the discretion to authorize financial compensation or replacement as they deem appropriate when the item cannot be repaired or cleaned to an acceptable/usable standard.

- d. In the event of a disagreement or conflict, the Vice-President (Operations) in collaboration with the General Manager, will make the final decision.

Monitoring

Monitoring for compliance with this policy will be carried out by...

Responsibility and/or contact person	Human Resources Office/Payroll Office
Approved by	Board of Directors
Date initially approved	January 1999
Date last revised	April 2026
Date of next review	Every two years, or when significant change dictates a need for revision.
Related policies, procedures, and guidelines	N/A
Policies superseded by this policy	N/A