Targeted Progression Pool

June 2024

Should you require assistance with the Targeted Progression Pool, please contact your designated HR representative.

Contents

Purpose

The Targeted Progression Pool is designed to provide an additional salary increase up to the merit maximum, as outlined by the merit matrix, to help progress the salaries of eligible employees closer to the band target.

Eligibility

Employees with sustained Successful or Outstanding performance ratings that have been in their band for 5 years or more and whose salary is below 100 compa-ratio.

Employees must have completed a documented Annual Performance Review.

Plan Features

Employees with sustained Successful and Outstanding performance that have been in their band for 5 years or more, and whose salary is below 100 compa-ratio, will be eligible to receive an additional salary increase to help progress their salary to the band target.

Following the final merit approval by the President and Vice Presidents, HR will review the results of merit allocation and identify individuals eligible for the Targeted Progression Pool.

Managers will be notified of an opportunity to apply a Targeted Progression Pool increase to eligible employees that do not receive the maximum merit increase, as outlined in the merit matrix based on their rating and compa-ratio. Any payments from the Targeted Progression Pool will be subject to the appropriate leader's approval. The Targeted Progression Pool increase, if approved, will increase the employees' salary up to their maximum merit allowable, to a maximum of 100 compa-ratio. Departments are required to self-fund the payments.

In 2024, this pool will allow for a maximum Targeted Progression Pool payments of $150,000.

The Targeted Progression Pool Application Chart outlines the levels of sustained performance and the maximum Targeted Progression Pool increase provided.

Application

In keeping with TMG's pay-for-performance philosophy, the application of the Targeted Progression Pool will align increases with levels of sustained performance.

Targeted Progression Pool Program Application		
Rating in July 2024	**Historic Performance**	**TPP payment maximum, as a percentage of merit maximum**
Outstanding	Outstanding	100%
Outstanding	Outstanding and Successful	98%
Successful	Outstanding and Successful	98%
Successful	Successful	96%

Application Examples:

Scenario 1: Sustained Outstanding Performance	
July 2024 Performance Rating:	Outstanding
July 2020 to 2023 Performance Ratings:	Outstanding
Targeted Progression Pool Provision:	100%
Maximum Merit: *based on performance and compa-ratio*	5.5%
Actual Merit Increase:	3%
Targeted Progression Pool Increase:	**2.5%**
Total Annual Salary Review Increase:	5.5%
	Calculation: 5.5% max merit x 100% TPP = maximum TPP payment up to 5.5%

Scenario 2: Sustained Outstanding and Successful Performance

July 2024 Performance Rating:	Outstanding
July 2020 to 2023 Performance Ratings:	Mix of Outstanding and Successful
Targeted Progression Pool Provision:	98%
Maximum Merit: *based on performance and compa-ratio*	5.5%
Actual Merit Increase:	3%
Targeted Progression Pool Increase:	**2.39%**
Total Annual Salary Review Increase:	5.39%

Calculation: 5.5% max merit x 98% TPP = maximum TPP payment up to 5.39%

Scenario 3: Sustained Successful Performance

July 2024 Performance Rating:	Successful
July 2020 to 2023 Performance Ratings:	Successful
Targeted Progression Pool Provision:	96%
Maximum Merit: *based on performance and compa-ratio*	3.6%
Actual Merit Increase:	1.5%
Targeted Progression Pool Increase:	**1.95%**
Total Annual Salary Review Increase:	3.45%

Calculation: 3.6% max merit x 96% TPP = maximum TPP payment up to 3.45%

Program Administration and Timeline

June 7 — Target completion date for 2023/2024 performance reviews

June 10 to 21 — Reviewers complete the salary increase process and record merit and performance rating decisions in Hyperion

Calibration of performance and merit decisions by the Senior Administrative Lead

June 24 to July 5 — President and Vice-Presidents to approve salary increases in Hyperion

July 9 — Human Resources to identify employees eligible for the Target Progression Pool and send information to leaders

July 10 to 15 — Leaders to confirm application of Targeted Progression Pool

July 18 — Human Resources sends confirmation of final performance rating, merit and Target Progression Pool decisions to Department heads

By July 25 — Human Resources distribute individual letters via email

July 26 — First pay deposit including 2024 salary adjustments