**HR55 – Pay Scales**

These records are comprised of the annual pay scales for employees in the University support group.

**Content & Scope**
Adjustments to the USG pay scales are recommended to the Vice-President Academic & Provost through the Provost's Advisory Committee on Staff Compensation. Pay scales are normally adjusted annually.

**Related Records**
- For the records of the Provost's Advisory Committee on Staff Compensation, see AD30: Administrative Committee Meetings
- Pay scales for unionized staff are included in the Union Agreement between The University of Waterloo and The Canadian Union of Public Employees C.L.C. Local 793 and for faculty in the Memorandum of Salary Settlement between The University of Waterloo and the Faculty Association of the University of Waterloo (see HR40: Employee Group Agreements)

**Responsible Unit**
Human Resources

**Information Steward**
Associate Provost, Human Resources

**Privacy Classification**
Public

**Retention**
Until operational use ceases

**Disposition**
Archives

**Authority**
UW Policy 5: Salary Administration, University Support Staff

**Retention Rationale**
The retention period is based on operational use. These records have long-term historical value.

**Approval Date(s)**
October 26, 2011