Common Provisions – Article 8 (Performance Reviews and Increments) applies to Auxiliary / Auxiliary Trust and Regular / Regular Trust employees only.

Part A – Article 21 and Part B – Article 16 (Postings, Transfers and Responsibility Pay) applies to Casual 2 / Casual 2 Trust and Auxiliary / Auxiliary Trust employees (with some exceptions), and Regular / Regular Trust employees.

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Initial Annual Review Date</th>
<th>Annual Review Date when Transferring new position at same grade</th>
<th>Annual Review Date for Promotion and Voluntary Demotion new position at higher or lower grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casual 1 / Casual 1 Trust</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Casual 2 / Casual 2 Trust</td>
<td>No obligation for an annual performance review, but it is encouraged</td>
<td>No annual review required, but it is encouraged</td>
<td>No annual review required, but it is encouraged</td>
</tr>
</tbody>
</table>
| Auxiliary / Auxiliary Trust    | 12 months from the date the employee:  
- Reached Auxiliary / Auxiliary Trust status in that position, or  
- Was appointed to an Auxiliary / Auxiliary Trust position | • If coming from a Casual 1 or Casual 2 appointment – one year from the date the Auxiliary appointment commenced.  
• If coming from an Auxiliary or Regular appointment – annual review date remains unchanged if employee appointed at same step. If appointed at higher step*, review date is 12 months from date of appointment to the new position. | 12 months from the date of the promotion or voluntary demotion |
| Regular / Regular Trust        | • 12 months from the date the employee was appointed to the Regular / Regular Trust position, or  
• If an Auxiliary / Auxiliary Trust position converting to a Regular position, 12 months from the date the employee was appointed to the Auxiliary position | • If coming from a Casual 1 or Casual 2 appointment – one year from the date the Regular appointment commence.  
• If coming from an Auxiliary or Regular appointment – annual review date remains unchanged if employee appointed at same step. If appointed at higher step*, review date is 12 months from date of appointment to the new position. | 12 months from the date of the promotion or voluntary demotion |

* Review date is changed only if the employee receives an increase of at least one increment.

**Annual Review Date**: the date the increment is effective, if applicable:
- The review date is adjusted for leaves without pay in excess of one calendar month.
- The review date is not adjusted for leaves with pay, maternity/parental leaves, and union leaves.
- The review date is not adjusted when an employee’s status changes from Auxiliary to Regular in the same position or grade, or when a position is re-evaluated.

**Increment**: the difference between one step and the next full step (e.g. an increment is the difference between Step 2 to 3 or Step 2.5 to 3.5).

**Annual Performance Increment**: Regardless of whether or not a performance review has been completed and submitted, one increment is awarded at each annual review period to either an Auxiliary or Regular employee, unless:
- Unsatisfactory performance has been reported and documented (at least 4 months in advance of the review date and after consultation with Employee Relations) so the employee is aware that their increment is at risk, or
- The employee has reached Step 9.