



## Compensation Requests – Service Levels

Additional information and resources can be found on our [website](#).

Request Type	C&C Review Service Level*	Additional Information
<b>Staff Compensation</b>		All requests require justification memos and supporting documentation. Any requests submitted without appropriate documentation may be returned and may result in significant delays to the Classification and Compensation review process**.
<ul style="list-style-type: none"> <li><b>Staff In-Range Progression request</b> <i>(Management and Employee Initiated)</i></li> </ul>	12 business days	
<ul style="list-style-type: none"> <li><b>Staff Bonus</b></li> <li><b>Stipend Requests</b></li> </ul>	12 business days	
<b>MPP Compensation</b>		
<ul style="list-style-type: none"> <li><b>MPP Bonus Request</b></li> </ul>	12 business days	
<ul style="list-style-type: none"> <li><b>MPP Equity Increase Request</b></li> </ul>	15 business days	
<b>Recruitment Related Request</b>		
<ul style="list-style-type: none"> <li><b>Request Above Minimum (RAM)</b> <i>(MPP and Staff)</i></li> </ul>	48 hours	

*\*Service Levels are standard goals for the C&C Department, timelines outlined in the Collective Bargaining Agreements supersede.*

*\*\*Processes for all compensation related requests can be found via the Electronic Compensation (E-Comp) system- Instructions Tab.*