



To: Regular On-going Staff Members
Members of Executive Council

From: George Dixon, Vice-President, Academic & Provost

Date: 8 May 2018

Subject: **Staff Compensation Recommendation – 2018-2020**

In accordance with Policy 5, *Salary Administration, University Support Staff*, the Provost's Advisory Committee on Staff Compensation (PACSC) met several times over the past few months to discuss a compensation recommendation in light of market data, the findings of the staff salary review concluded in Winter of 2018, and other compensation arrangements on campus.

I have received and will be forwarding the below recommendation to the Board of Governors for consideration at its next meeting on 5 June 2018.

1. Term of agreement: 1 May 2018 to 30 April 2021 (Term).
2. Increases:
 - a) On each of 30 April 2018 and 30 April 2019, increase the salary ranges by 0.75% with no consequent adjustment to individuals' salaries. This will have the effect of lowering the compa ratio (an individual's position in the range relative to the job value/mid-point) for all staff by approximately 0.75% on each adjustment date.
 - b) On 1 May 2018, increase the salary ranges by 2.00% and run the merit program.
 - c) On each of 1 May 2019 and 1 May 2020, increase the salary ranges by 2.15% and run the merit program.

Note: Because the recommendations are subject to approval by the Board of Governors at its June meeting, the range increases for 30 April 2018 and 1 May 2018 will be performed retroactively and the resulting increases expected to be reflected in staff members' June pay.

3. The university will increase its annual contribution to the employee health and dental care benefits plan for the benefit of staff by ~\$800,000 (all-in costs, inclusive of taxes and fees, corresponding to a notional additional ~\$325 per non-retired staff member using Great-West Life membership data as at 1 October 2017). Although the additional contribution will be made 1 May 2018, the deadline date for implementation of the benefit change is 1 January 2019 (Implementation Deadline) to correspond with the beginning of the benefit year, and to allow the time necessary for the Pension & Benefits Committee to implement in accordance with its existing principles. PACSC will revisit the Implementation Deadline on the advice of the Pension & Benefits Committee.
4. The university will continue to contribute \$250,000 per annum to the Staff Excellence Fund during the Term, which funds will be allocated through the current, established processes. Prior

to the end of each fiscal year during the Term, the Associate Provost, Human Resources and the President of the UWSA will together review any unspent funds to determine if there are opportunities to allocate those funds in accordance with the fund guidelines before the end of that fiscal year.

5. The option to exchange one week vacation allowance for a one-time 2% increase in salary when within three years of retirement is extended to 30 April 2027 for retirement on or before 1 May 2030, to align with the Vacation Exchange Program in the Employee Benefits Program booklet.
6. Working Groups:
 - a) Staff Salary Gender Equity Working Group:
PACSC will establish a working group with representation from HR and the UWSA to review whether there is gender inequity in staff salaries as a result of salary administration practices. The working group will report its findings to PACSC for discussion re: next steps.
 - b) Performance Appraisal System Working Group:
A full and comprehensive performance appraisal system review will be completed by HR in consultation with PACSC in fiscal 2018/2019. The results will be reported to PACSC for discussion re: next steps.

Human Resources will be arranging information sessions following the June Board meeting to respond to questions staff may have about the recommendations and the compensation strategy long-term. The information sessions will likely take place in the last week of June; dates and times will be announced in early to mid-June.

Members of PACSC

Marilyn Thompson, Associate Provost, Human Resources (Chair)
Bill Baer, Staff Association
Lawrence Folland, Staff Association
Dennis Huber, Vice-President, Administration & Finance
Kenton Needham, Executive Director, Human Resources
Ian Rowlands, Associate Vice-President, International
Jackie Serviss, Staff Association
Rose Vogt, Staff Association

Resources

Lee Hornberger, Director, HR Total Compensation
Rebecca Wickens, Associate University Secretary (Secretary)