

Memo

TO: Faculty Financial Officers and ASU Financial Contacts

FROM: Rex Coffin, Director, Business Operations  
Plant Operations

DATE: February 01, 2023

RE: Updates to Billable Labour Rates

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Plant Operations has recently completed a review of its billable labour rates, recognizing they have not been increased since 2009 and that historically a singular rate was used (regardless of the type of work provided). With a more sophisticated computer work order system (Archibus) in place, it is now possible to introduce a variable rate structure.

Effective May 1<sup>st</sup>, 2023, billable rates will change from the current singular rate of \$33/hour as follows:

Related Service	Hourly Rate*
Trades & Central Plant	\$53
Custodial	\$40
Grounds	\$44
* overtime rates will be applied as appropriate in accordance with the collective agreement.	

The rates above reflect the cost of specific skills. Work assigned will be based on skill and priority. Work that cannot be completed by Plant Operations personnel will be completed by external contractors (which will be billed at the external rates). While we strive to minimize this, external companies will be contracted out to perform work where circumstances require it.

As part of our due diligence, Plant Operations consulted with Finance when determining the rates that are being implemented. Going forward, Plant Operations will assess and update billable rates on an annual basis by January 1<sup>st</sup>, to be effective May 1<sup>st</sup> of the new fiscal year. Rates will be made available on the Plant Operations website.

Thank you for your understanding as we implement this change. Should you have any questions or feedback, please feel free to contact me at [rex.coffin@uwaterloo.ca](mailto:rex.coffin@uwaterloo.ca) or x48592.