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

From: Geoff McBoyle, Vice-President, Academic & Provost

Date: December 3, 2010

Subject: 2011-15 Four-Year Staff Salary Recommendation

As per the email sent out May 19, 2010, a one-year staff salary agreement was approved effective May 1, 2010. The agreement provided for the usual merit increases but no adjustment to the salary ranges. This was in keeping with the provincial government’s budget statement of March 25, 2010, which imposed a two-year freeze on range adjustments for agreements signed after the March 2010 budget.

In accordance with Policy 5, Salary Administration, University Support Staff, the Provost’s Advisory Committee on Staff Compensation has met several times since May in order to discuss a longer-term salary agreement with the understanding that there will continue to be a freeze on range adjustments for the 2011-12 fiscal year.

At the November 24, 2010 meeting of the Provost’s Advisory Committee on Staff Compensation, the committee unanimously agreed to submit the following recommendations for approval. These recommendations, subject to ratification by the Board of Governors, will come into effect May 1, 2011.

For the four-year period commencing May 1, 2011 and ending April 30, 2015:

- Increase the salary ranges for USG staff (as defined in Policy 54, Definition of Staff) by the following amounts on the dates set forth below:
  - May 1, 2011: 0%
  - May 1, 2012: 3%
  - May 1, 2013: 3%
  - May 1, 2014: 3%
- Apply the regular merit program for all USG staff.
- Extend the option to exchange one week of annual vacation entitlement for a one-time 2% increase in salary when within three years of retirement to April 30, 2021 for retirement by May 1, 2024.

This recommendation, together with the staff salary agreement approved in May 2010, is consistent with the university’s agreement with the faculty association, dated September 10, 2010.

The membership of the committee is as follows:

Marta Bailey, Staff Association
Doug Dye, Past-President, Staff Association
Trevor Grove, President, Staff Association
Dennis Huber, Vice-President, Administration & Finance
Sheila McConnell, Staff Association
Bruce Mitchell, Associate Provost, Resources
Kenton Needham, Director, Pension, Benefits, Compensation
Janet Passmore, Associate Provost, Human Resources (chair)
Alfrieda Swaiinston, Manager, Salary Administration, Human Resources (resource)