

→ Board



**UWSA Memorandum of Agreement  
Staff Compensation 2015 to 2018**

**To:** Ian Orchard, Vice President (Academic) and Provost

**From: Provost's Advisory Committee on Staff Compensation:**

- Marilyn Thompson, Associate Provost, Human Resources (Chair)
- Beth Jewkes, Associate Provost, Resources
- Carlos Mendes, President, UWSA
- Dennis Huber, Vice President Administration & Finance
- Kenton Needham, Director, Human Resources
- Michael Herz, President-Elect, UWSA
- Stephen Markan, Past President, UWSA
- Tim Ireland, Director, UWSA

**Re: Staff compensation (salary) changes 2015 – 2018.**

**Background:**

The Memorandum of Agreement between the University of Waterloo and the University of Waterloo Staff Association (UWSA) states that the Provost's Advisory Committee on Staff Compensation (PACSC) "determines the appropriate salary recommendations for the upcoming year(s) ..." and that "the committee provides the Provost with a recommendation on the next year's compensation package." Further, Policy 5: Salary Administration, University Support Staff states that PACSC is responsible for presenting staff salary recommendations to the Vice President (Academic) and Provost.

As such, PACSC at its February 27, 2015 meeting approved recommendations for university support staff salaries for the fiscal years 2015/16, 2016/17 and 2017/18. These recommendations are based on information from a combination of sources including Mercer compensation data, the Hay Group compensation trends, annual Consumer Price Index for 2014, and comparative data from employers and universities in Ontario.

**Recommendations:**

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, 2015.

**1. Salary Range Increase:**

PACSC recommends:

A three (3) year salary agreement for USG staff from the period of May 1, 2015 to April 30, 2018 with increases to the salary ranges for USG staff (as defined in Policy 54, Definition of Staff) in each fiscal years as follows:

2015/16	1.95%
2016/17	1.95%
2017/18	1.50%

Merit program:

Apply the normal merit program for regular USG staff members in each year; with merit funds distributed based on staff members' performance and position in the range according to stated performance goals of the salary program.

2. Staff Excellence Fund (SEF):

- A. That the University of Waterloo maintain the Staff Excellence Fund.
- B. For each fiscal year PACSC will provide a financial summary of the previous year and a recommendation to the Provost for any resources, over and above the base funding, necessary to achieve the principles of the fund.
- C. That the SEF be documented and considered as part of the review in Recommendation 3.

3. In support of the University of Waterloo Strategic plan and the Robust Employer Employee Relationship Theme Group, the University of Waterloo and the UWSA cooperate to complete a full and comprehensive compensation review in fiscal year 2015/16.

The members of PACSC note that the **Salary Increase in Lieu of Vacation** providing staff with the option to exchange one week of vacation for a one-time 2% increase in salary when within three years of retirement will remain in place as noted in the previous Staff Salary Recommendation dated December 3, 2010.

March 9, 2015

Approved  
Dan [Signature]