1. Land acknowledgement

2. Presentation: Joan Kennedy, Compensation and Benefits Analyst, Human Resources: Understanding Staff Salary Increases
   - Introduction by Steve Bradley
   - Presentation:
     - Governance – PACSC is university-level with responsibility to make salary recommendations to the Provost, for approval by Board of Governors. Committee includes 4 staff members appointed by the Provost from names submitted by the UWSA
     - Staff Salary Structure
       - USG (University Support Group) job grades
       - Job evaluation and starting salary
       - Pay philosophy
• “50th percentile
  o Staff Salary Increase (SSI) Process

*a copy of the presentation will be available on the HR website (it will replace the existing available presentation: PRESENTATION TITLE IN THIS SPACE HERE (uwaterloo.ca)

• Q&A

Q: How does HR determine what the market pays for each position?
A: USG values are compared to positions in the market. When this comparison was last done, it was with a consulting firm.

Q: Is HR aware of the behaviour of “the formula” whereby a low performance rating for someone above the midpoint late in a career can cause a disproportionally severe financial penalty from which it is not possible to recover and that persists long into the future in the form of reduced pension?
A: HR didn’t design the program. I can speak to the program, not the design. PACSC is responsible for the design. Can confirm that there is an accelerator in place for those below job value but not those above the job value.

Q: Those who are excelling in their job but are above midpoint are asking why should they do more than basic needs when won’t be compensated?
A: I don’t have an answer. I can only speak to the program not the design.

Q: If a job is re-evaluated down one grade and the staff ends up above job value, does that mean they will never get another merit increase so matter how well they perform.
A: The accelerator wouldn’t apply because they are above job value.

Q: Do Faculty have a base increase applied (so they are guaranteed a cost of living increase)?
A: I’m not sure. I don’t work with the Faculty side.
(*Link to Faculty salary structure provided in chat by meeting participant: https://uwaterloo.ca/faculty-association/information-faculty/faculty-guide-working-waterloo/faculty-salaries-waterloo

Q: What are the different salary pools and how do you know which you are in?
A: Faulty of Arts has one pool for example. Faculty if Engineering is broken out by department as another example. Pools are not necessarily the same as the organizational structure and some fluidity over time.

Q: If there is a small unit, how is it determined which pool they belong too and is this consistent over time?
A: Small units are typically grouped with where they roll up to. There has to be more than 3 members to have a salary pool. The pool they belong to typically doesn’t change year over year.

Q: In doing the comparisons, what happens if a staff job is classified as a faculty job at another institution?
A: Would be looking at the position not the employee group.

Q: What happens when there is no comparator role?
Accountabilities are also looked at to determine comparators.

At what point would a position change from 35 hrs/week to 40 hrs/week (this would increase pay and you’re probably working 40+ hrs a week anyway)?

Hours/wk doesn’t change. The hours/week depends on the requirements of the role.

Independent units like FAUW and UWSA don’t report up to anyone. Are they included in a pool?

FAUW and UWSA staff are included in pools.

Are you saying that I have to ask PACSC to investigate the behaviour of the ‘the formula’ that causes non-recoverable post-retirement financial penalty for a low rating in a career?

The Formula has been in place for a long time. I can’t speak to how it was developed. I can speak to the program.

How does one find out the values associated with the additional salary pools for our area?

Only the leader of the salary pool has this information.

If a pool leader doesn’t believe in supplemental increases, where does this salary pool money go?

The salary pool money has guidelines and procedures. It is always there.

How is salary increase calculated or affected if you change to a higher USG level in April?

It is calculated on the proper USG. This is identified by HR. If you moved up a level, your comp-ratio is lowered so you might see a bigger increase.

*Comment from Kathy, Becker, UWSA President: UWSA reps are on PACSC. We can bring staff questions and concerns about staff salary increase design forward through that channel.

3. Report from UWSA President Kathy Becker (*full report see Appendix A at bottom of these minutes)
   - Employee Assistance Program (EAP) committee has informed us that EFAP (Employee Family Assistance Program) has been renewed and will continue to be available until at least Aug 2023
   - UWSA-UW Memorandum of Agreement – still working on this and hope to be able to share a draft agreement with staff in the coming weeks
   - Pension and Benefits – memo recently came out about increases. Some of these increases are significant, particularly LTD. UWSA is aware of this and planning to try to work towards a better solution.
   - 2nd Covid campus survey – currently consolidating responses and will publish analysis soon
   - President’s Townhall - Return to campus/increasing campus activities
     - Significant number of attendees, questions, reactions in the chat
     - UWSA members attended
     - Breakdown on themes, topics, questions and reactions showed
       - By far, most questions and reactions related to return to campus preferences/flexible options. Next were questions about mandatory vaccinations.
UWSA will do our best to keep staff informed and welcome questions and concerns about return to campus

- Thank you to Gail and Cathy our UWSA staff!
- Q&A

Q: I don’t think that all the questions that were asked during the President’s Town Hall were published before the end?
A: Confirming that not all questions made it into the Pres Town Hall. I have an eye on this.

Q: Will Staff Relations Committee be reviewing the work from home (WFH) guidelines?
A: I have been asking for this since December. The message I am hearing is that the Fall ramp up is the first step and the WFH guidelines won’t be reviewed until the Fall planning is underway.

Q: Does UWSA feel involved or consulted in decisions about returning to campus?
A: We are aware that there is a committee. We aren’t at the table at the moment.

Q: Is there a recording of the Town Hall available?
A: Yes, there is a recording of the Town Hall
(*Link to Town Hall recording provided in chat by meeting participant: https://uwaterloo.ca/coronavirus/return-campus-town-hall)

Q: Is the any movement on a change to the pay schedule (currently once per month)?
A: Staff members were surveyed and there was not a strong enough response towards changing the frequency so no further action at this time. UWSA remains open to feedback on this and for example, if there are there are equity-based concerns, please bring these forward as well. HR indicated that it’s not possible/feasible to offer staff the option to individually select what pay schedule they want to be on.

Q: Comment from a member of the Pension and Benefits committee: Just for information, while it is very hard to take, the LTF [Long Term Disability] premium increase was originally proposed at 97% increased and was negotiated does to 50% (it is function of the last 5 years claims ratios and claims have gone up).

Q: Where is it written about the 2 days working from home?
A: Link to Work from Home (WFH) Guidelines was posted in the chat by a meeting participant: https://uwaterloo.ca/secretariat/policies-procedures-guidelines/guidelines/work-home-guidelines

Q: What PPE [personal protective equipment] be required for staff to return to campus and who is covering the costs?
A: It was stated during the Town Hall that masks will be required. This could be problematic when we consider eating/drinking. There was no mention of who would be covering the costs.

4. Approval of minutes from April 8, 2021
   Approved.
President’s Report

to the UWSA Area Representatives Committee
2021-05-13

Another academic term has begun, and campus is still a fairly quiet place. But it seems that it will see more activity as the fall term draws near. But before I get into the fall 2021 Return to Campus, I’d like to talk about some other issues.

First we have some positive news to share coming out of the Employee Assistance Program (EAP) Committee. They’ve let us know that the Employee Family Assistance Program (EFAP) has been renewed, and will continue to be available to staff and families until at least August 30, 2023. The EFAP service provides short-term, confidential counselling, and we’ve heard positive things about it from staff, so we are happy that it will be continuing for the next two years.

Second, your UWSA is continuing to work toward a strengthened Memorandum of Agreement with the University of Waterloo. We hope to be able to share a draft agreement within the coming weeks.

Third, we’ve all received the memo outlining the increases to our pension and benefits rates. There are some significant increases, including an increase of 50% to the Long Term Disability rates. You will see the impact of these rate increases on your June pay slip. Your UWSA is aware of this issue, and through our representatives on the Pension & Benefits Committee, we will work toward a better solution.

And we’d like to thank you for responding to our second COVID Campus Climate Survey. It was available from March 24 to April 8, 2021, and now we’re busy tabulating and summarizing your responses – 655 of them. We’ll publish our results when the analysis is complete.

And finally, on to the return to campus.

UW President Feridun Hamdullahpur, along with other senior campus leaders, gave a presentation and answered questions at Tuesday’s Return to Campus Town Hall event. A lot of questions. Along with those pre-submitted questions read out by Associate Provost Human Resources, Marilyn Thompson, there were 80 questions typed into the Teams Q&A, along with over 2500 reactions, all posted by the over 1600 attendees – apparently a record level of attendance for a Town Hall. In case you missed it, you can view the recording at the link above. Also at the link above are responses to the 12 questions presented during the event.

Returning to campus is an important topic of conversation right now. So several UWSA leadership members attended the Town Hall event. The most mentioned topic by far was the possibility of
flexible options for working on campus. One of the answers on this topic mentioned the existing work-from-home guidelines; you can find more information about these guidelines at the links below:

- **Original Work from Home Guidelines**: [https://uwaterloo.ca/secretariat/policies-procedures-guidelines/guidelines/work-home-guidelines](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/guidelines/work-home-guidelines)
- **Updated Work from Home (WFH) Guidelines**: [https://uwaterloo.ca/secretariat/work-home-wfh-guidelines](https://uwaterloo.ca/secretariat/work-home-wfh-guidelines)

We completed a quick analysis of the live event Q&A, and have included some basic stats below.
Based on the responses given to these and other questions, it seems like UW will share more information about the fall term within the next month, when student registration numbers are known. And it sounds like there will be a second Return to Campus Town Hall event in June, so watch for that announcement in your inbox and in the Daily Bulletin. We at the UWSA will do our best to keep you informed, and we welcome your questions and concerns.

I have one thank you to extend today, and it’s to our dedicated UWSA Employees, Gail Spencer and Catherine Bolger. They are the hardworking heart & soul supporting the work that we do on your behalf. So I want to take this moment to thank them for all that they do. Thank you, Catherine and Gail!

Prepared by Kathy Becker