



Office of the Vice-President, Academic & Provost

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

From: Feridun Hamdullahpur, Vice-President Academic & Provost

Re: Staff Salary Recommendation

Date: May 19, 2010

I am writing to inform you that I have received and approved recommendations from the Provost's Advisory Committee on Staff Compensation (PACSC), regarding salary adjustments for the 2010-11 fiscal year. These recommendations, subject to ratification by the Board of Governors, will come into effect retroactive to May 1, 2010. Human Resources will process individual salary adjustments no later than July 2010.

PACSC, in accordance with Policy 5, *Salary Administration, University Support Staff*, has held several meetings since January. The committee specifically stated its understanding that, in the spirit of the provincial government's budget statement of March 25, there will be a two-year freeze on range adjustments for any agreements signed subsequent to the March 2010 budget.

As a result of detailed discussions, and with consideration of the March 25, 2010, provincial budget and its implications, the committee unanimously submitted the following recommendations for a one-year staff salary agreement, fiscal May 1, 2010, to April 30, 2011:

- Effective May 1, 2010, apply the regular merit program for all USG staff (*ref.* Policy 54, Definition of Staff).
- There will be no regular full- or part-time staff layoffs or mandatory unpaid days as a result of this salary agreement.
- Re-opener on the range adjustment as follows: If the Faculty and/or CUPE settlements include greater than 0% scale adjustment, the committee will reconvene to consider what is equitable treatment for staff and the resulting institutional implications.

I thank the Provost's Advisory Committee on Staff Compensation for its conscientious and helpful work under these demanding circumstances — and thank all our staff members for their patience, their understanding, and of course the continued good work that we seek to recognize to the best of our abilities.

The membership of the committee is as follows:

Marta Bailey, Staff Association
Bob Bernard, Staff Association
Doug Dye, President, Staff Association
Dennis Huber, Vice-President, Administration & Finance
Bruce Mitchell, Associate Provost, Academic & Student Affairs
Neil Murray, Director, Staff & Labour Relations, Human Resources
Jesse Rodgers, Past President, Staff Association

Janet Passmore, Associate Provost, Human Resources (chair)
Alfrieda Swainston, Manager, Salary Administration, Human Resources (resource)

I will remind you that the government's stated objective in enacting the *Public Sector Compensation Restraint to Protect Public Services Act, 2010* is to control costs in one of government's largest spending lines — the compensation of public sector employees. As a Public Sector employer, UW is required to adhere to the new legislation.

Basically, this means two things:

1. Our salary structure (pay ranges) is frozen for 2 years to March 2012;
2. We are allowed to provide performance-based increases, albeit with some limitations.

The adjustments I am announcing today are intended to acknowledge and reward high performance by our USG staff members while complying with government policy. We are proceeding in this way:

- There will be no changes to our salary ranges for this year or next. New hires will be offered starting salaries in line with our 2009-2010 salary structure.
- Our Staff Compensation approach has been in place prior to the introduction of the legislation, and therefore we can continue to provide salary increases within the parameters established in our plan and in the new legislation.
- The fact that we have established pay-for-performance programs enables us to provide increases to most permanent staff members, once approved by the Board of Governors.
- Unfortunately, a "Fully Performing" staff member at the maximum of the 2009-2010 salary range for his/her role and performance level will not be eligible for a salary increase for the next 2 years.
- All other permanent staff will be eligible for a pay-for-performance increase as long as the increases in question do not bring anyone's salaries above the maximum level of their performance target.
- Performance-based awards, such as our merit component, are still permitted as they were already part of our compensation program prior to the introduction of the new legislation.
- Contract staff members will not be eligible for increases, should their contracts be renewed.
- We cannot enhance any part of our compensation plan for the next two fiscal years. This includes all aspects of a staff member's compensation such as base pay, merit pay, time off such as vacation, pension, health and other benefits.