
TO: Exempt Employees

FROM: Barb Daigle, Associate Vice-President, Human Resources

DATE: December 16, 2009

SUBJECT: **2010 Exempt Salary Review and Changes to Benefits**

We are pleased to provide you with a summary of the changes to the Exempt Compensation Model and benefits that were approved by the Board of Governors on December 16, 2009. The changes continue to support our strategy of maintaining market based competitiveness, recruitment and retention, and sustainability.

Salary Range Increase (Effective March 1, 2010)

The Board has approved an increase to all Exempt salary ranges. This change is based on the University's long-term compensation strategy for the Exempt employee group to reflect the national market data.

The new salary ranges can be accessed through the Human Resources web site at the following link:

<http://www.usask.ca/hrd/docs/Exempt%20Salary%20Ranges%20-%202010.pdf>

General Market Adjustment (Effective March 1, 2010)

The Board of Governors approved a general market increase of 2% that will be applied to all Exempt employees up to the maximum of the new salary ranges effective March 1, 2010. This adjustment is to reflect national market trends based on the University's long-term compensation strategy for the Exempt employee group.

Individual Market Adjustment (Effective March 1, 2010)

In addition to the application of the general market adjustment, individual market adjustments may be provided to those individuals whose current salary is below the market midpoint of their salary range or below the 50th percentile rate of their position.

Decisions on individual adjustments will be finalized in consultation with Unit Leaders in the new year. Individual market adjustments will be applied effective March 1, 2010.

Merit Awards (Effective March 1, 2010)

The Exempt Salary Review Committee will meet to review and finalize recommendations for base merit adjustments and one-time performance bonus payments as well as any position review submissions. **The deadline for merit**

and position review submissions is February 15, 2010. Information on the merit submission deadline has been communicated to Unit Leaders.

In March 2010, all Exempt employees will receive an individual letter confirming any changes to their salary effective March 1, 2010. As well, individual pay information can be accessed through PAWS under "the Admin Services" tab in "My Pay Information section."

Changes to Benefits

The Board has also approved the following changes to benefit plans in order to improve overall coverage:

Wellness Spending Account Option (Effective January 1, 2010)

Effective, January 1, 2010, you will have two options to which you can choose to allocate your \$1,000 Health Spending Account credit. These options are as follows:

1. Continue to allocate to the Health Spending Account (non-taxable)

And / Or

2. Allocate to the Wellness (fitness & tuition) Spending Account which can be used for wellness-related activities (taxable)

Please carefully review the enclosed the Terms of Reference document and the Wellness Spending Account Plan Summary before making an allocation decision. A Credit Allocation Form is also provided, please complete and return it to Human Resources by **December 31, 2009**. If no allocation notification is received by this date, the full \$1,000 credit will be automatically allocated to the Health Spending Account for 2010. Once made, credit allocation choices are irrevocable for the benefit year.

The short time frame for the individual allocation decision was unavoidable given the timing of the Board of Governors' approval. In subsequent years, additional notice will be provided. Due to this change Exempt employees will be responsible for making their allocation decision every year before January 1st.

The Terms of Reference and the Wellness Spending Account information can be accessed through the Human Resources web site at the following link:

http://www.usask.ca/hrd/benefits/benefit_plans.php#exem

Health and Dental (Effective March 1, 2010)

Effective March 1, 2010, the following changes will be made to the Exempt health and dental plans:

- Vision – The maximum amount for eye glasses/contact lenses/laser eye surgery will increase from \$200 to \$300 per person every two calendar years
- Dental –The combined annual maximum amount will increase from \$1,500 to \$2,000 per person for Basic and Major Services

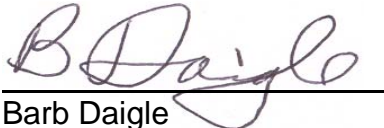
Detailed information regarding the above changes is also provided in the plan summaries on the Human Resources web site at the following link:

http://www.usask.ca/hrd/benefits/benefit_plans.php#exem

Please refer to the Exempt Staff Handbook for detailed information on all of the above changes. The updated Exempt Staff Handbook can be accessed through the Human Resources web site at the following link:

http://www.usask.ca/hrd/docs/Exempt_Staff%20Handbook_2010.pdf

If you have any questions regarding the Exempt compensation model, please contact Steve Laycock at 966-1677 or at steve.laycock@usask.ca. If you have any questions regarding the Benefits, please contact Sherry Kohlen at 966-2220 or at sherry.kohlen@usask.ca.



Barb Daigle
Associate Vice-President, Human Resources

Cc: Personnel File

BD/sk
Enclosure