

**Offer to Settle
Between
The University of Saskatchewan
And
The Administrative and Supervisory Personnel Association**

November 25, 2008

Subject to ratification, the parties hereby reach an agreement on the following terms and conditions:

1. All articles agreed to and signed off as of November 25, 2008.
2. A three (3) year collective agreement (May 1, 2008 to April 30, 2011).
3. A financial package as agreed to with the following components:
 - a. Effective May 1, 2008, May 1, 2009 and May 1, 2010, 4% adjustments to the salary ranges (see attached).
 - b. Effective May 1 of each year, a base salary adjustment of 4% for all active members up to that maximum of the new salary ranges.
 - c. Beginning in 2009, an additional .65% of ASPA payroll allocated to support base merit increases and an additional .55% of ASPA payroll allocated to support lump sum bonuses. This additional funding will allow for an expanded application of merit increases/bonuses to include up to 60% of ASPA members.
 - d. Effective May 1 of each year, increments of 2% up to the target point of the salary range, to be awarded to recognize development in the skills and experience necessary to become fully proficient in a position and to ensure on-going progression through the pay bands.
 - e. Inclusion of Article 9.3.2 and 9.3.2.1 language (see attached).
 - f. Effective the first of the month following the date of signing, the following amendments to group benefits:
 - i. Increase to eye exam coverage maximum from \$65 to \$80 per person every two calendar years
 - ii. Increase to life time maximum for child orthodontic services from \$1,500 to \$2,000
 - iii. Addition of dental implants as an acceptable treatment under the dental alternative benefits clause
 - g. Effective the date of signing, a \$1,000 bonus for all active members, prorated based on FTE.
 - h. A Memorandum of Agreement on unsocial hours premium to review the prevalence of unsocial hours and make recommendations on alternative scheduling arrangements through a joint committee (see attached).
 - i. A Memorandum of Agreement on the reassignment and retraining fund to allow for additional funding to support retraining for laid off members (see attached).

- j. Changes to Table 12 – Benefits Eligibility Less than Half-time (<0.5 FTE) and Casual Employees as proposed on October 29, 2008 (see attached).

Attachments

Proposed Salary Ranges May 1, 2008 - April 30, 2009 Salary Ranges

Family	Phase	Minimum	Target Point	Maximum
Instructional	1	\$ 40,073	\$ 50,092	\$ 62,615
	2	\$ 52,109	\$ 65,136	\$ 81,420
Information Technology	1	\$ 40,073	\$ 50,092	\$ 62,615
	2	\$ 52,109	\$ 65,136	\$ 81,420
	3	\$ 65,869	\$ 82,337	\$ 109,508
Managerial	1	\$ 40,073	\$ 50,092	\$ 62,615
	2	\$ 52,109	\$ 65,136	\$ 81,420
	3	\$ 65,869	\$ 82,337	\$ 109,508
Specialist Professional	1	\$ 40,073	\$ 50,092	\$ 62,615
	2	\$ 52,109	\$ 65,136	\$ 81,420
	3	\$ 65,869	\$ 82,337	\$ 109,508
Operational Administrative	1	\$ 34,885	\$ 43,606	\$ 55,380

May 1, 2009- April 30, 2010 Salary Ranges

Family	Phase	Minimum	Target Point	Maximum
Instructional	1	\$ 41,676	\$ 52,095	\$ 65,119
	2	\$ 54,193	\$ 67,742	\$ 84,677
Information Technology	1	\$ 41,676	\$ 52,095	\$ 65,119
	2	\$ 54,193	\$ 67,742	\$ 84,677
	3	\$ 68,504	\$ 85,630	\$ 113,888
Managerial	1	\$ 41,676	\$ 52,095	\$ 65,119
	2	\$ 54,193	\$ 67,742	\$ 84,677
	3	\$ 68,504	\$ 85,630	\$ 113,888
Specialist Professional	1	\$ 41,676	\$ 52,095	\$ 65,119
	2	\$ 54,193	\$ 67,742	\$ 84,677
	3	\$ 68,504	\$ 85,630	\$ 113,888
Operational Administrative	1	\$ 36,280	\$ 45,350	\$ 56,688

May 1, 2010- April 30, 2011 Ranges

Family	Phase	Minimum	Target Point	Maximum
Instructional	1	\$ 43,343	\$ 54,179	\$ 67,724
	2	\$ 56,361	\$ 70,451	\$ 88,064
Information Technology	1	\$ 43,343	\$ 54,179	\$ 67,724
	2	\$ 56,361	\$ 70,451	\$ 88,064
	3	\$ 71,244	\$ 89,055	\$ 118,444
Managerial	1	\$ 43,343	\$ 54,179	\$ 67,724
	2	\$ 56,361	\$ 70,451	\$ 88,064
	3	\$ 71,244	\$ 89,055	\$ 118,444
Specialist Professional	1	\$ 43,343	\$ 54,179	\$ 67,724
	2	\$ 56,361	\$ 70,451	\$ 88,064
	3	\$ 71,244	\$ 89,055	\$ 118,444
Operational Administrative	1	\$ 37,732	\$ 47,164	\$ 59,899

Proposed Language for Article 9.3.2 Increment

9.3.2 Increment

Increments are provided up to the target point to recognize growth in proficiency from experience and a satisfactory level of performance over a given time span, usually one (1) year. If a member's performance is considered unsatisfactory, the annual increment may be withheld. If the increment is to be withheld, the member will be given reasons in writing as soon as possible after the decision is made with a copy provided to the Association. Withholding an increment will be grievable subject to the provisions of the grievance procedure (Article 17.2).

9.3.2.1 Increment Date

The increment date for all members is 1 July. Where the date of appointment is not 1 July, the increment adjustment is as follows:

- (a) Appointments effective between 1 July and 30 September inclusive will entitle the member to a full increment.
- (b) Appointments effective between 1 October and 30 June inclusive will entitle a member to an increment pro-rated on the basis of the number of days by which the effective date precedes 1 July.

Once an employee has reached the target point of their salary range, subsequent increases will be based on market and merit adjustments.

Memorandum Agreement Unsocial Hours

The Association and the University jointly recognize the need to establish a joint committee for the purpose of reviewing assignment of duties outside the core hours of the University.

The joint committee will have two objectives:

1. As soon as reasonably possible, review current practices and make recommendations to the Administrative Employees Consultative Committee (AECC) on initiatives to minimize the impact of unsocial hours.
2. Collect data on current practices and occurrences of hours scheduled outside the core hours of the University prior to the expiration of the contract. This data will be collected for the purpose of bargaining such that the parties may have an informed discussion at the table.

This Memorandum will expire on April 30, 2011 and will be removed from the Collective Agreement.

**Memorandum of Agreement
Reassignment Retraining Fund**

Effective the date of signing, the University of Saskatchewan will provide \$75,000 to the Reassignment Retraining Fund, an additional \$25,000 on May 1, 2009 and a further \$25,000 on May 1, 2010.

This Reassignment Retraining Fund may reimburse an ASPA member (whose retraining plan has been approved) for the cost of tuition, books and fees as these relate to his or her retraining plan. Terms of reference will be developed by the parties.

**Table 12 – BENEFIT ELIGIBILITY
LESS THAN HALF-TIME (<0.5 FTE) AND CASUAL EMPLOYEES**

Article	Benefit	Perm/Seas*	Term	Casual	Term/Perm/Seas
		> = 0.5 fte	> = 0.5 fte > = 1 yr appt		< 0.5 fte and > 1 yr appt < 1.0 fte and < 1 yr appt
		Group Benefits		Part-time Group Benefits	
		www.usask.ca/hrd/benefits/benefit_plans.php		Eligibility is based on University Employee hours	
12.1	Dental Coverage	eligible (family plan) - 3 month waiting period	eligible (family plan) - 3 month waiting period	Eligibility for benefits under the part-time legislation is based on number of hours worked within a specified period of time. Initial eligibility is reviewed after 6 months. To qualify for 50% coverage, you must have worked at least 390 hours. To qualify for 100% coverage, you must have worked at least 780 hours. If you do not qualify within the initial 6 month, then you are reviewed at 12 months. To qualify for 50% coverage within a 12 month period, you must have worked at least 780 hours. To qualify for 100% coverage, you must have worked at least 1560 hours. Dental and Basic Group Life is for members only; Extended Health Care is for members and dependants.	
12.1	Extended Health Care	eligible (family plan)	eligible (family plan)		
12.1	Basic Group Life Insurance (2x annual salary (adjusted to the next higher \$1000). Max of \$500,000)	eligible - 3 month waiting period	eligible - 3 month waiting period		
	Supplemental Life Insurance	eligible	eligible		
12.1	Pension	eligible - maximum voluntary deferral 3 yrs	eligible - maximum voluntary deferral 3 yrs	Eligibility is based on a minimum earnings level (35% of the Yearly Maximum Pensionable Earnings) in each of two (2) calendar years where there is no break in service of twelve (12) months or more. All University service earnings are included. The contribution rate is 5% and is matched by the employer.	
20.10	Salary Continuance Plan	eligible	eligible		
	Business Travel Insurance	\$100,000	\$100,000	\$50,000 if you qualified for 50% coverage; \$100,000 if you qualified for 100% coverage.	
		Other Benefits		Other Benefits	
				Eligibility is based on ASPA Hours only	
7.3.1	Education & Training Incentive	eligible	eligible	not eligible	not eligible
9.6	Membership in Professional Associations	eligible	eligible	not eligible	not eligible
12.3	Tuition Waiver	eligible	eligible	eligible to apply, 50% prorated**	eligible to apply, 50% prorated**
12.4	Accountable Professional Development Acct (APDA) - \$1000/yr	eligible	eligible	not eligible	prorated based on fte
12.5	Tuition Reimbursement Fund (TRF) (for dependents)	eligible	eligible	not eligible	eligible
12.6	Development Investment Grant (DIG)	Terms of Reference to be announced	Terms of Reference to be announced	Terms of Reference to be announced	Terms of Reference to be announced
12.7	Housing Assistance (up to \$12,000)	eligible	***	not eligible	not eligible
12.8	Retirement Recognition	eligible after 20 yrs srv	not eligible	not eligible	not eligible
12.9	Fitness Benefit	eligible	eligible	eligible	eligible
20.3.1	Leave, Paid Education	eligible	eligible	not eligible	not eligible
20.10	Sick Leave	eligible under the Salary Continuance Plan	eligible under the Salary Continuance Plan	not eligible	1.25 day per month, prorated to fte
* Waiting periods are waived if a permanent/seasonal employee has at least three (3) months of service at >= .5 fte immediately prior to the permanent appointment.					
** Eligibility is based on the criteria for benefits or the accumulation of 400 hours within a two (2) year period using ASPA hours only.					
*** May be eligible depending on length of term and funding arrangements.					
For term and perm/seas employees with a >= .5 fte, there must be no breaks in employment. Eligibility is based on the term of the appointment >= one (1) yr or a combination of service to the employer that equal to one (1) yr					

