

TO: Senior Administration, Deans, Department Heads, Exempt Staff

FROM: Cheryl Carver, Director, Operational Services

DATE: June 22, 2007

SUBJECT: Notice of Changes to ASPA Collective Agreement

The new collective agreement between the University of Saskatchewan and the Administrative and Supervisory Personnel Association (ASPA) was ratified by ASPA on June 14, 2007 and approved by the Board of Governors on June 22, 2007. This agreement covers the period of May 1, 2005 to April 30, 2008. I am pleased to provide you with a summary of the changes to the ASPA agreement, including salary ranges and the merit process. The following details will assist you with communicating the changes to employees in your area who are members of ASPA.

Compensation

Changes to the compensation model were negotiated to support the University's recruitment and retention goals. The ASPA compensation model is based on a match-payer strategy using reasonable national comparators with a goal of competitiveness for all aspects of total compensation (benefits, leaves, etc.).

Compensation System

The job family model introduced in 2004 is continued in this agreement to support recruitment, retention, building capacity (performance and development), and total compensation and rewards with job families (career paths) and phases (12 salary ranges).

Changes to Salary Ranges

Salary ranges are based on a long-term compensation strategy to match the 50th percentile of national market data. This involves ensuring that the average salary for each of the job families/phases is matched and sustained over time with the midpoint of the range anchored by a market number which reflects the 50th percentile of average salaries for large private and public sector employers across Canada.

Benchmark data was collected from national compensation surveys. The data indicated that average salaries lagged the market from between 7% to 11% depending on the job family/phase. This lag represents changes over a three-year period as salary ranges for ASPA had not been adjusted since May 2004. Adjustments to salary ranges were necessary to respond to the market change. Salary ranges were adjusted in the final year of the agreement as follows:

Family & Phase	Range Adjustment
Managerial, Information Management, Instructional, Specialist Professional Phase 1	11%
Managerial, Information Management, Instructional, Specialist Professional Phase 2	9%
Managerial, Information Management, Specialist Professional Phase 3 and Operational Administrative Phase 1	7%

The new salary ranges for each family and phase below are effective July 1, 2007.

July 1, 2007 – April 30, 2008 Salary Ranges

Family	Phase	Minimum	Target Point	Maximum
Instructional	1	\$38,533	\$48,165	\$60,206
	2	\$50,105	\$62,631	\$78,289
Information Technology	1	\$38,533	\$48,165	\$60,206
	2	\$50,105	\$62,631	\$78,289
	3	\$63,337	\$79,170	\$105,495
Managerial	1	\$38,533	\$48,165	\$60,206
	2	\$50,105	\$62,631	\$78,289
	3	\$63,337	\$79,170	\$105,495
Specialist Professional	1	\$38,533	\$48,165	\$60,206
	2	\$50,105	\$62,631	\$78,289
	3	\$63,337	\$79,170	\$105,495
Operational Administrative	1	\$33,648	\$41,929	\$53,334

Changes to Merit Process

The ratified agreement suspends merit adjustments and one-time payments in 2007. This change comes at the request of the union, as they indicated that there was little confidence in the current merit system and that their membership in large part did not support merit based pay. A Joint Merit Committee (JMC) has been created to review the current merit process and recommend changes for 2008. **The merit pay adjustment process will be reinstated in 2008.** Submissions made by the colleges / units in May of this year (2007) will not be carried forward to the 2008 process. Further information will be distributed on the 2008 process.

Economic Adjustments for 2005, 2006, and 2007

Retroactive base payments for individual employees of 3% for 2005 and 3% for 2006 will be applied. All active employees will be eligible for these adjustments regardless of their position within the salary range. In 2007, an up to 5.5% base pay adjustment will apply to all members who are below the maximum of the new salary ranges established for 2007. Regular increments have been eliminated and will not apply beyond 2006. All salary adjustments will be the subject of future collective bargaining. In July, information will be distributed regarding salary adjustments to all ASPA members.

Benefits

Employee Assistance Program (EAP)

Collective Agreement language has been changed to support an emerging best-practice EAP program as a priority for the University. Discussions at the EAP Board led to a multi-stakeholder agreement for a new Board structure. This agreement resulted in the replacement of the current EAP language in the Collective Agreement to language that supports the stakeholder agreement and principles.

Benefits Re-alignment

The new agreement has resulted in a realignment of benefit plans to improve overall coverage and control rising benefit costs. The current employer funding of benefits has been increased to 3.65% of payroll of enrolled members with any additional premium increases to be paid by members over the life of the agreement. The current funding deficit will be absorbed by the University.

While the majority of core benefits have been preserved at their current competitive values, some adjustments to coverage will apply. They include:

- Increased eye exam coverage from \$45 to \$65
- Increased life insurance coverage from \$40,000 per year to 2 times annual salary
- Deleted death benefit (2 months salary) in lieu of increased life insurance coverage
- Decreased drug coverage from unlimited to \$2,000 annual maximum and integrated with Saskatchewan Drug Plan
- Increased Orthodontic services to a lifetime maximum of \$1,500 and changed to cover only dependents as defined in the current plan contract.

The eligibility criteria for maternity/parental leave salary top up were enhanced for same sex partners, adoptive parents, and non-biological parents.

Other Changes

The new agreement incorporates significant clarification to lay-off process language and a slight reduction to notice and severance provisions to begin the alignment of our program with competitive practices.

Professional development funding to support career development and learning initiatives will be increased from \$800 to \$1,000 per employee. A cap on individual professional development accounts of \$6,000 per member will be incorporated to provide an incentive for funds to be used reducing the University's significant accrual of unused balances. The agreement also calls for the establishment of a tuition reimbursement fund to support spouses and dependants of ASPA members. Unexpended professional development funds will be used to fund this program.

A joint committee to review current intellectual property arrangements for ASPA members will be established.

The University has agreed to increase its support for joint union/management processes to encourage more effective union leadership. Funding will be increased to 0.2% of payroll (approximately \$90,000/year).

Finally the new agreement adds Family Day to the list of designated statutory holidays while continuing to provide 3 additional days off during the fiscal year.

If you have any questions regarding the changes to the ASPA agreement please contact our office.

Sincerely,



Cheryl Carver
Director, Operational Services

CC/sr