2022 Tentative Collective Agreement Summary: Compensation Matters

We have highlighted the articles and letters about changes to compensation matters in purple. They are: LoA #1, #13, #14, July 6, 2023 LoC

On the AAPS website you can review the full summary of changes, read the FAQs, sign up for an information session.

The vote to ratify the 2022 Tentative Collective Agreement will take place from July 26, 2023 to August 9, 2023. AAPS members will receive an email regarding how to vote.

Term of Collective Agreement

This Collective Agreement is from July 1, 2022 to June 30, 2025.

General Wage Increases (GWI)

- July 1, 2022: a fixed dollar increase of $455 for 1.0 FTE adjusted proportionally for part-time workers, plus 3.24% (please see the FAQs page on our website for an example calculation)
- July 1, 2023: 6.75%
- July 1, 2024: 2%, plus a potential inflation-adjustment increase of another 1% if the BC inflation rate remains above 2%

Please note that GWIs impact all active members regardless of how long you have been an AAPS member or how your position might be funded. GWI will not come into effect until after the Collective Agreement has been ratified by both parties. Payment will be retroactive for GWI dates that occur before ratification. UBC will communicate the retroactive payment schedule.

Members are eligible for retroactive increases if they are or were employees of the University as of July 4, 2023.

SUMMARY OF CHANGES

The changes are listed here in the order that they appear in the Collective Agreement.

Letters of Understanding and Agreement

<table>
<thead>
<tr>
<th>Letter</th>
<th>Subject Matter</th>
<th>Change</th>
<th>Summary of Change</th>
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<tbody>
<tr>
<td>LOA #1</td>
<td>Pay Structure and Salary Administration Policy</td>
<td>Renewed with changes</td>
<td>Language was added to give consideration to the University’s overall financial circumstances. Section 2 of LOA #1 adds language to appropriately age the results of the Compensation Review as well as specify the University’s commitment to address</td>
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inequities that may arise from implementing the results of the Compensation Review.

Section 4 of details the language for members whose career progress increment is withheld for performance reasons.

Language in Sections 5 and 6 have been added to reflect the current practice for GWI and merit increases for members who are paid at or above the maximum salary range.

The University and AAPS recognize that a fair and competitive pay structure is essential to attract and retain Management & Professional employees. The parties agree to the following provisions of a salary administration plan and provisions to review the current pay structure. This letter replaces the Letter of Agreement dated March 13, 2006 and incorporates the provisions outlined in the Final Order by Don Munroe dated January 29, 2007.

General Provisions:

1. The parties agree to the following principles and components, within the University’s ability to pay giving consideration to the University's overall financial circumstances, for salary administration plan:

a) Internal equity - a comparison of the relative worth of jobs given the specific requirements of each job; internal equity applies to job families;

b) External equity/competitiveness - the 50th percentile of a representative comparator market is the midpoint of a job. The University should take into account market demands for qualifications and abilities;

c) A pay structure consisting of grades with ranges; the assigning of jobs to appropriate grades based on a classification/evaluation process; and

d) A salary administration plan for individual movement through the salary ranges.

2. In order to meet its commitment in paragraph 1(b), the University shall conduct a salary survey of the representative comparator market at appropriate intervals, but no later than every five (5) years.
a) The University shall consult with AAPS on the methodology and the list of organizations that establish the comparator market prior to each survey.

b) A copy of the results of the salary survey shall be provided to AAPS.

c) **Subject to the considerations in 1. above**, the University shall implement any changes in a timely manner. If more than a year passes from the date of the market survey results, comparator data shall be appropriately aged for market conditions and the UBC pay scale shall be appropriately aged with applicable general wage increases.

d) Employees above mid-point shall not fall below mid-point of any adjusted salary range.

e) In considering the application of the market survey, the Parties agree to discuss whether the maintenance of ratio above mid-point for specific job families, units or departments, or individual employees should be maintained within the agreed implementation plan. In order to address inequities identified in these discussions, the University agrees to establish and maintain a fund for the purpose of the circumstances captured within this provision of this Letter of Agreement. Such funding is in addition to, and not set off against, the overall costs of the market survey and is not incorporated into the establishment of the pool of money available for implementation and will not be considered as part of the University's overall financial circumstances.

In the application of the foregoing principles it is understood that market surveys will be done by job family; and that issues of relativity as between job families will not preclude a market adjustment for a job that is otherwise appropriate.

3. Where an employee is paid a salary at the midpoint of the salary range it means that the employee possesses full job knowledge, qualifications and experience. In the normal course, employees will be hired, transferred or promoted between the minimum and midpoint of the salary range for a job. An employee who is hired, transferred or promoted above the midpoint means the employee possesses superior job knowledge, qualifications and experience.

4. Career Progress Increments: The University shall ensure that employees are compensated to the
midpoint of their salary range by the end of their fourth year in the position, from date of hire, subject to satisfactory performance. Where a career progress increment is withheld for performance reasons, the time period for an employee to reach midpoint shall be extended by the length of time that an increment has been withheld.

There shall be up to four (4) increments from the salary at which an employee is hired to the midpoint of the salary range. An employee shall receive an increment once annually, no later than their anniversary date in the current position, provided that there is satisfactory performance in the job. Such increases require the approval of the Administrative Head of Unit and the Department of Human Resources.

5. Salary Increases Beyond Midpoint: In accordance with the provisions of this paragraph, increases to employees' salaries beyond the midpoint of the salary ranges will be on the basis of a performance-based merit pay model, and will be effective no later than the anniversary date in their current position within the first year of merit assessment. In subsequent years, the employee will be considered eligible for an increase on the standard university merit effective date (typically July 1) of each year. Departments and Faculties will establish objective criteria to evaluate performance as the basis for merit pay models, based on their individual operational requirements. The Department of Human Resources will provide guidance to this process and will review criteria to ensure fairness and consistency in their application.

Without limiting the generality of the foregoing, such increases may include adjustments to base salary, one-time only payments, re-earnable bonuses, other forms of salary adjustments, or combinations of these.

Employees paid at or above the maximum of a salary range shall not be eligible for performance-based increases.

The University will determine on an annual basis, within its ability to pay, giving consideration to the University's overall financial circumstances, the amount(s) or range of any performance-based
increases. In the event the University does not provide for any such increases, it shall provide the Association with the reasons for its decision. **For the purposes of this Letter of Agreement, the University’s overall financial circumstances shall include consideration of the following factors:**

- overall financial situation including actual or projected revenues, expenses, surpluses and deficits;
- changes in actual or projected financial circumstances;
- student enrollment;
- research funding to the University; and,
- exigent or emergency circumstances impacting the University’s financial situation.

It is understood that the University's audited financial statements and established budget practices shall be used in analyzing the University's overall financial situation.

6. General wage increases shall be the subject of negotiation with AAPS in collective bargaining. **Employees above the maximum of a salary range shall be red-circled and ineligible for general wage increases until such time as their salary falls within the range established for the position.**

7. The University may adjust the pay ranges for job families after consultation with AAPS.

8. The University may adjust the salaries (base salary, stipends, differentials and/or any other form of salary) of individual employees to respond to market demands, retention issues and/or anomalies.

**Specific Provisions:**

9. The salary grids in Document A reflect the new salary ranges to be with effect on July 1, **2023**.

**LOA #13 Overpayments NEW**

This Letter has been added to establish an approach that specifies how overpayments will be handled.

The parties acknowledge that the orderly facilitation of repayment of payroll overpayments is a matter of mutual interest.
The University agrees to approach such overpayments consistent with the following principles:

1. That an employee must be provided with notice of any overpayment and provide agreement with the proposed repayment schedule prior to implementation.

2. That the repayment schedule should be, at a minimum, applied over the same number of pay periods in which the overpayment occurred.

3. That the repayment schedule should be sufficient to cause the overpayment to be fully corrected within the same calendar year as the overpayment occurred.

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<th>LOA #14</th>
<th>Cost of Living Adjustments</th>
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This Letter has been added to describe how to determine the cost of living adjustments to be paid out as part of the GWIs.

The parties agree that in determining the level of any Cost of Living Adjustments (COLAs) that will be paid out starting on the first pay period after July 1, 2023 and July 1, 2024, respectively, the "annualized average of BC CPI over twelve months" in Schedules A/B/C of the collective agreement means the Latest 12-month Average (Index) % Change reported by BC Stats in March for British Columbia for the twelve months starting at the beginning of March the preceding year and concluding at the end of the following February. The percentage change reported by BC Stats that will form the basis for determining any COLA increase is calculated to one decimal point. The Latest 12-month Average Index, as defined by BC Stats, is a 12-month moving average of the BC consumer price indexes of the most recent 12 months. This figure is calculated by averaging index levels over the applicable 12 months.

The Latest 12-month Average % Change is reported publicly by BC Stats in the monthly BC Stats Consumer Price Index Highlights report. The BC Stats Consumer Price Index Highlights report released in mid-March will contain the applicable figure for the 12-months concluding at the end of February.

For reference purposes only, the annualized average of BC CPI over twelve months from March 1, 2021 to February 28, 2022 was 3.4%.
## Documents and Appendices

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<th>Summary of Changes</th>
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| **Document A** | Classification Matrix and Salary Grid | *Will be updated and released by UBC HR. We will post on our website when the new matrixes are available.*  

The parties agree to amend the salary grids within Document A to reflect the following general wage increases:  

**July 1, 2022**  Increase all rates of pay by a flat rate of $0.25 per hour and a 3.24% GWI.  

**July 1, 2023**  Increase all rates of pay by a 6.75% general wage increase. (Note: Year 2 GWI is in recognition of a COLA amount of 1.25% in addition to a 5.5% wage increase).  

**July 1, 2024**  Increase rates of pay by the annualized average of BC CPI over twelve months starting on March 1, 2023 to a minimum of 2.0% and a maximum of 3.0%, subject to the COLA LOA*.  

*Please refer to Letter of Agreement - Cost of Living Adjustments.  

Copies of current and updated salary scales reflecting all increases shall be available on the UBC Human Resources website at:  

[https://hr.ubc.ca/working-ubc/salaries/staff-salaries-job-evaluation/staff-salary-scales](https://hr.ubc.ca/working-ubc/salaries/staff-salaries-job-evaluation/staff-salary-scales) |

## Letters of Commitment

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<th>Name</th>
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| **July 6, 2023** | Market Survey Implementation Equity | *This letter confirms the University’s commitment to provide $600,000 in funding to support equity when implementing the results of the Compensation Review.*  

This letter serves to provide the University’s commitment to provide stand-alone funding to support the internal equity provisions set out in...
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<tr>
<th>Letter of Agreement #1, under General Provisions 2. (e).</th>
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<td>The University agrees to set the funding available under the referenced provisions at $600,000 per market survey cycle.</td>
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