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# THE UNIVERSITY OF BRITISH COLUMBIA



**Human Resources**  
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**Date:** June 4, 2010

**To:** Department Heads, Administrators, and Department/Faculty Representatives Responsible for Merit Pay Program

**From:** Lisa Castle, AVP, Human Resources

**CC:** CFBA, HR Advisors & Associates, Compensation Consultants/Associates, Joanne Young/Payroll, Jacqueline Sun/Budget Office, Pauline Brandes/UBC Okanagan, Carla Waters/UBC Okanagan

**Re:** 2010 Performance-Based Merit Pay Program

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This is further to our memo of May 13<sup>th</sup> on the 2010 Merit Pay program ([http://www.hr.ubc.ca/files/pdf/compensation/2010\\_Merit\\_Memo\\_May13.pdf](http://www.hr.ubc.ca/files/pdf/compensation/2010_Merit_Memo_May13.pdf)). Specifically, we have been asked to clarify some aspects of the program.

As a first point of clarification, the June “due dates” were provided for departments who want their staff members to receive their merit payments on their July 15, 2010 pay. That said, we understand that many departments are not ready to complete the work by this date and would like more time to undertake the process of deciding upon merit pay. We support this as the process should be undertaken carefully, and as the memo points out, we would ask to have this year’s process concluded by the end of October. At a faculty/department level, the guideline continues to be 2% of eligible salaries; however, this may vary up or down depending on staff performance during the merit period. No merit increase should exceed 3%. As in past years, the Compensation team will review faculty/department results and follow up as required.

A further point of clarification is that the merit process is a requirement, and not a matter of optional participation for faculties/departments. It is important that University staff members be evaluated on the basis of their meritorious performance, and that the program not be used as an “across-the-board” pay increase, particularly in a year of collective bargaining with a “net zero” provincial government compensation mandate.

The Merit Pay program rewards meritorious performance for staff members. Faculty members have a different and complex system of three elements known alternatively as Progression through the Ranks (PTR) or the Career Advancement Plan (CAP). The integrity of these programs, our commitment to them, and the University’s ability to retain and recruit outstanding faculty and staff, requires that faculties/departments undertake both programs with consistent commitment; that is, the staff Merit Pay program should not be accorded less importance in the priorities of faculties/departments despite the budget challenges that it may create.

Should you have any questions related to the Merit Pay program, please contact Joyce Wei at 604-822-6865, or by e-mail at [joyce.wei@ubc.ca](mailto:joyce.wei@ubc.ca).

Thank you