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# THE UNIVERSITY OF BRITISH COLUMBIA



**Human Resources**  
Room 350 - 2075 Wesbrook Mall  
Vancouver, BC  
Canada V6T 1Z1  
<http://www.hr.ubc.ca>

**Date:** February 14, 2007

**To:** Deans, Directors, Department Heads and Administrators

**From:** Linda McKnight, Director – HR, Advisory Services

**CC:** HR Networks      HR Advisory Services  
Budget Office      Payroll – Financial Services

**Re:** PSEC Approves the Resolution to AAPS Salary Administration Plan Grievance

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On December 20, 2006 we notified all Management and Professional (M & P) staff that the University and the Association of Administrative and Professional Staff (AAPS) had agreed to a resolution with regard to the salary administration plan grievance. However, we also advised that the resolution still required approval from the Public Sector Employers' Council (PSEC), the Provincial Government entity that controls public sector compensation.

We are very pleased to advise you that we have now received PSEC approval as well as the "final order" from Don Munroe, Q.C. While this order fully resolves the grievance, the parties are still finalizing plans for the utilization of approximately \$300K of the approximately \$6.7M in annual recurring costs. Once this has been mutually agreed upon, we will send further notification.

As we mentioned previously, in excess of 1,200 of 2,500 M&P staff will receive some level of market increase. To ensure that M & P staff were considered for applicable salary adjustments outlined in the settlement, we moved previously Unassigned M & P positions into established job families. We assessed each Unassigned position and classified it to the most appropriate job family and level. A separate memo on this matter will be sent directly to each affected Unassigned M & P staff member. Administrators will be provided with a spreadsheet outlining these changes.

### **Target Date for Implementation**

The University is proceeding as quickly as possible to implement these increases, and we expect that salary changes as well as retroactive pay for the July 1, 2005 adjustments and the July 1, 2006 adjustments will be reflected on March 15, 2007 pay cheques. Please note that this is a target date only, and we will keep you informed if we have to change it.

As was expressed in our December memo, the implementation of this resolution is relatively complex. It is not a general wage increase that applies to all employees; rather, it is a targeted increase for specific levels in job families that were shown to be behind the 50th percentile of the comparator market. It is further complicated by the fact that there are implementation rules that determine how individual salaries will be treated, based on where employees are on the salary range.

### **Online Resources & Support**

Effective immediately, you can access the HR website at <http://www.hr.ubc.ca/aaps>, where you will find comprehensive material to assist you in understanding the resolution and in determining how your M & P staff and department will be impacted. Additionally, we will make every effort to provide you with a spreadsheet outlining the impact to those within your unit/department/faculty, prior to the March 15<sup>th</sup>, 2007 payout.

### **Information Sessions for Administrators**

We will be holding information sessions for Administrators as follows:

- **Tuesday Feb. 20<sup>th</sup>, 10:00 – 11:00am – Michael Smith Lecture Theatre, Rm 102**
- **Tuesday, Feb. 20<sup>th</sup>, 2 pm – 3 pm – Gordon and Leslie Diamond Health Care Centre – 2775 Laurel Street (UBC Shared Conference Room 4115, Fourth Flr.)**
- **Tuesday Feb. 27<sup>th</sup>, 10:00 – 11:00am – Michael Smith Lecture Theatre, Rm 102**

Information sessions are also being planned for those of you working at UBC-O. Details will be forthcoming from our HR team in the Okanagan.

### **Contacts for More Information**

Due to the anticipated volume of inquiries on this matter, we request that you e-mail any questions to the following contacts:

#### *For M & P Staff*

All M & P staff, including those in Unassigned positions, can email their inquiries to [aapsmarketadjustment@hr.ubc.ca](mailto:aapsmarketadjustment@hr.ubc.ca). An HR representative will respond to these emails on a priority basis.

#### *For Administrators*

- General inquiries – please contact your HR Advisor.
- Budget inquiries – please contact Jacqueline Sun at [jacqueline.sun@ubc.ca](mailto:jacqueline.sun@ubc.ca).
- Inquiries on M & P staff in Unassigned positions, please contact Kathleen Cheng at [kathleen.cheng@ubc.ca](mailto:kathleen.cheng@ubc.ca).

Once again we thank you for your patience while the parties have worked to resolve this matter.