

THE UNIVERSITY OF BRITISH COLUMBIA



Human Resources
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Date: September 9, 2008

To: Deans, Directors, Department Heads, Administrators

From: Michelle Berner, Director, HR – Total Compensation

CC: HR Advisory Services, Total Compensation

Re: CUPE 2950 Job Evaluation (JE) Project – Final Stages of Implementation, including Retroactive Payments and a New Pay Scale

[FOR INFORMATION]

Attachments (available online):

CUPE 2950 Employee-Initiated Job Reclassification Request – Form A
CUPE 2950 Employee-Initiated Job Reclassification Request – Form B
CUPE 2950 Reclassification Letter – Template
CUPE 2950 Pay Scale (as of Oct 1/08)

Further to previous updates on the status of the CUPE 2950 Job Evaluation (JE) project, we're pleased to provide an update on the final stages of implementation. Specifically, the following topics are highlighted:

- (1) Retroactive payments (i.e., retro),
- (2) Final allocation of JE funding (new pay scale),
- (3) Ongoing CUPE 2950 job classification process and related checks and balances,
- (4) New reclassification process,
- (5) Status of "Unmatched – Pending" jobs, and
- (6) Status of appeals.

Please forward this memo to faculty and staff in your faculty/department who are responsible for managing classification issues pertaining to CUPE 2950 staff.

[1] Retroactive Payments (i.e., Retro)

You will recall that we previously opted to implement the new CUPE 2950 JE system on a "going forward" basis, with the intention of implementing any retroactive payments (i.e., retro) at a later time. We have now finalized discussions on the issue of retro. Retro will be paid on the September 15th pay cheque.

It is important to note that not all employees will receive retro payments for dates prior to the March 16, 2008 implementation date of the new CUPE 2950 JE system. Retro will be paid in accordance with the following eligibility criteria:

- In order to be eligible for retro, an employee must have been a CUPE 2950 employee on March 16, 2008, and must have received a pay increase effective March 16, 2008 as a result of implementation of the new JE system.
- Retro will be for the period of April 1, 2007 to March 15, 2008, inclusive. Eligible employees will receive retro effective April 1, 2007, or the date that they entered the job that they were in on March 16, 2008, whichever is *later*. Retro is for the period of April 1, 2007 through to March 15, 2008 inclusive because employees have already received pay increases on March 16, 2008, going forward. Available funding allows retro to go back to April 1, 2007, but no further.
- Retro will only apply to the job the employee held on March 16, 2008, and will not apply to jobs held prior to that – even those held on or after April 1, 2007 but prior to March 16, 2008. This is because it is administratively impractical to determine where any previous jobs would be classified in the new JE system.
- Retro will be pro-rated by FTE for less than full-time status, and will also account for any step increases and overtime pay received during the retro period. Retro will be calculated by applying the percentage increase in pay the employee received on March 16, 2008 to earnings during the period of April 1, 2007 through March 15, 2008.
- Employees who are eligible for retro in accordance with the above criteria, but who left UBC after March 16, 2008 *are* eligible for retro. Payment will be deposited into their account, and they will be notified by letter.
- Employees who changed to another employee group (e.g., moved from CUPE 2950 to AAPS) after March 16, 2008, but who are still employed by UBC, *are* eligible for retro.
- Employees who moved to another employee group or who left UBC prior to March 16, 2008 *are not* eligible for retro.

In accordance with the above eligibility criteria, approximately 800 employees will receive retro payments.

Funding: Retro payments will be funded centrally for both GPO and non-GPO funded jobs. This will be paid directly from a central PG.

[2] Final Allocation of CUPE 2950 JE Funding (see attached new Pay Scale)

Funding for the new JE system was staggered across the five years of the collective agreement (i.e., 2005/06 – 2009/10). The first four years of funding have now been implemented. Only the 2009/10 funding remains outstanding. The parties have agreed to implement the 2009/10 funding “early”.

Here are the details of how this will work:

- A new Pay Scale will come into effect on October 1, 2008.
- All rates on this new Pay Scale will remain the same as the corresponding rates on the current Pay Scale, with the exception of those listed below. In other words, the 2009/10 funding has been allocated to the following specific Pay Grades/Steps:
 - A new **Step 4** will be added to Pay Grades 6 and 7.
 - A new **Step 5** will be added to Pay Grades 8, 9, and 10.
 - Movement of employees’ pay rates to the new pay rates indicated by these new steps will be based on total years in the job that they are currently in (i.e., Job Entry Date). Employees who have worked three years in their current job are eligible for Step 4. Employees who have worked four years in their current job are eligible for Step 5 (Pay Grades 8, 9, and 10 only).
- “Blue-circled” employees (i.e., employees whose pay rate is higher than the pay rate indicated on the current pay scale for their pay grade/step) who are eligible for one of the new steps,

and for whom the new step increase brings their pay rate above their previous blue-circled rate, will move onto the regular pay scale, and will no longer be blue-circled. Employees whose blue-circled rate remains above the new step rate will not receive a pay increase, and their pay rate will remain blue-circled.

- Because the 2009/10 funding was anticipated to be utilized effective April 1, 2009, and not October 1, 2008, the parties agreed to use some previously unutilized funding remaining from the first years of the JE funding allocations to “bridge” departments for the additional cost incurred between October 1, 2008 and April 1, 2009. We will be working with the Budget Office to make these funding allocations to faculties/departments.
- The CUPE 2950 General Wage Increase (GWI) of 2.2% will still occur on April 1, 2009. This increase will be reflected in an increase to all pay grades/steps on the CUPE 2950 pay scale, with the exception of pay grade 1, step 1, which will continue to remain at the current rate, as agreed to during collective bargaining. All CUPE 2950 employees will receive the 2.2% GWI on April 1, 2009, with the exception of those on pay grade 1, step 1. Employees who are “blue circled” (i.e., employees whose pay rate is higher than the pay rate indicated on the current pay scale for their pay grade/step) will receive the April 1, 2009 GWI.

The new October 1, 2008 Pay Scale is attached for your reference (subject to final sign off).

[3] Ongoing CUPE 2950 Job Classification Process and Related Checks and Balances

You may be aware that the University is in the final phases of developing the online new hire system (also known as the “New Hire BPR”). With this system comes the ability for faculties/departments to post jobs locally, rather than through central Human Resources. Along with this new decentralized posting process will come a newly decentralized job classification process. Faculties/departments will have the ability to establish the classification of jobs for all groups except M&P jobs, which will still have to be classified by central Human Resources, unless there has been no change from a previous job and classification.

CUPE 2950 jobs are included in this new decentralized classification process, and in fact the process of faculties/departments classifying their CUPE 2950 jobs locally has been implemented earlier than planned. This is because development of the new CUPE 2950 JE system allowed for an early decentralization of the classification process to faculties/departments. Note that the one exception to faculties/departments classifying CUPE 2950 jobs locally is when jobs are not matched to any of the existing benchmarks, but rather, have to be classified as “unique jobs” against the point factor plan that underpins the benchmarks. In such cases, the central Human Resources department (Total Compensation unit) will still be involved.

Note that the rules and processes of the CUPE 2950 JE system must still be followed when classifying jobs locally. It is very important that jobs be classified correctly, in accordance with the terms of the JE system. There are a number of checks and balances in place to challenge jobs that are believed to be incorrectly classified – either too high or too low. If a faculty/department isn’t sure of the correct classification for a job, they should contact the central Human Resources department (Total Compensation unit) for assistance.

There will continue to be union scrutiny on job descriptions and classifications. There is an ability to challenge job classifications (e.g., ability to appeal or audit jobs that appear to be classified “too high”, such that they are deemed inequitable with other jobs in the bargaining unit; and ability to apply for reclassification if jobs appear to be classified “too low”).

The central Human Resources department (Total Compensation unit) is delivering training sessions for faculties/departments on the subject of classifying jobs under all UBC classification systems. We anticipate including such sessions in conjunction with information sessions that will be held for the online new hire system. In addition, after this initial launch, job classification training sessions will be available throughout the year through the MOST program so that new managers and administrators can learn about UBC classification systems and processes.

As a final note, it is increasingly important that job descriptions are in place for all jobs, that they are accurate and up-to-date, and that they are consistent with the benchmarks that the jobs are classified to. In cases where a classification is challenged or audited, the job description is an important document for assessing the outcome. Please feel free to contact the Total Compensation unit of central Human Resources if you have any questions, or if you'd like assistance.

[4] New CUPE 2950 Reclassification Process

Following is the process for dealing with reclassification requests.

- When a potential “reclassification” or “tech change” comes to light, contact the central Human Resources HR Associate.
- The HR Associate will assist in determining whether a “reclassification request” or “tech change” is required. Different approaches are taken in these different situations.
- The HR Associate will provide guidance in the case of tech change.
- The HR Associate will forward reclass requests to the Total Comp unit.
 - In the case of a reclassification request in which the parties (i.e., department management and employee) all agree that the former classification is inappropriate, and where the new CUPE 2950 JE system supports this, the department can administer the change locally. **A template letter for notifying an employee of a new classification is attached.** CUPE 2950 must be sent a copy of the letter.
 - Note that most faculties/departments have a number of sub-units, and it is important to ensure equity across these sub-units. As with the implementation of the new JE system, faculties/departments are encouraged to have a process and a central point of contact in place for dealing with the reclassification process, in order to ensure that consistency is maintained.
 - In the case of a reclassification request in which the parties do *not* agree that the employee's current classification is incorrect, the Total Compensation unit will log a formal reclassification request. The new reclassification request forms are attached.
 - In either of the above cases, the HR Associate will sign off the Staffing Appointment Form (SAF), ensuring that collective agreement provisions pertaining to step increases are adhered to.
- Note that the retro date of any reclassification can be no earlier than March 17, 2008, as the new JE system was implemented on March 16, 2008, and the ability to appeal original classifications has already been exhausted.
- Note also that employees must wait six months from filing an appeal (for implementation only) or a reclassification request (for the ongoing process) before filing another “reclassification request” for the same job. The reclassification request form asks whether the classification of the job has previously been appealed, or if a reclassification request was previously filed. In such a case, it must be indicated what has changed in the job since that time. If nothing has changed since the last appeal/ reclassification request, then the reclassification request will be denied.

[5] Status of “Unmatched – Pending” Jobs

You may be aware that when the new CUPE 2950 JE system was implemented on March 16, 2008, there were a number of employees who were in jobs that were “unmatched” to a benchmark at that time. These were unmatched for a variety of reasons, including the possibility that they matched to more than one benchmark, and it wasn’t clear which benchmark was the most appropriate. Other jobs didn’t appear to be a good fit with any of the existing benchmarks. Employees in such jobs were temporarily coded as “Unmatched – Pending” in HRMS, pending classification.

Since the implementation of the new JE system in March 2008, the Total Compensation unit has been working with departments to classify these “unmatched” jobs. All employees who were formerly “unmatched” have now been classified. The exception to this is employees who are on a leave of absence; for the most part, jobs of employees on leaves of absence have not been classified. If an employee returns to work from a leave of absence, then their job must be classified under the new JE system upon their return to work.

[6] Status of Appeals

The implementation of the new CUPE 2950 JE system involved faculties/departments classifying jobs to one of the approximately 100 benchmarks in order to establish the rate of pay for the job. In addition, a small number of jobs were evaluated as “unique jobs” against the point factor plan underlying the benchmarks, because it was determined that they did not fit well with any of the existing benchmarks.

Employees had the ability to appeal their classifications. Employees who received their new classification upon implementation at March 16, 2008 had until May 31, 2008 to appeal their classification. Employees who were temporarily coded as “unmatched – pending”, but who were later classified, had two months from the date of their notification letter to appeal their classification. Employees who were originally classified, but where a correction was later made, had two weeks from the date of notification of the correction to appeal their classification.

Approximately 90 appeals have been received. A joint appeal committee, comprised of representatives of the University and representatives of CUPE 2950, is working through these appeals in the order in which they were received. Approximately forty percent of the appeals have now been resolved. The remaining appeals are expected to take an additional three months to resolve. Departments and employees are being notified of the results as they become available.

Employees must wait six months from the date they receive the results of an appeal or reclassification request before they can file another “reclassification request.” Note that “appeals” apply only to challenges made upon implementation of the new JE system to the classification of the job as it existed on March 16, 2008. “Reclassification requests” apply to challenges filed after implementation of the new JE system, for the job as it exists after March 16, 2008. In other words, the job must have changed since March 16, 2008 before a reclassification request can be filed. Employees have already had the opportunity to appeal their classification at March 16, 2008, and this opportunity is now closed.

Please feel free to share this information with your CUPE 2950 employees.

If you or your CUPE 2950 employees have questions pertaining to the final stages of the implementation of the new CUPE 2950 JE system, please contact Human Resources at newcupe.2950je@ubc.ca.

Thank you.