

# THE UNIVERSITY OF BRITISH COLUMBIA



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

**Date:** February 15, 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 (J.E.) Project – Implementation Information

**[FOR INFORMATION]**

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Further to previous updates on the status of the CUPE 2950 Job Evaluation (J.E.) project, this memo outlines matters related to the upcoming **implementation** of the new CUPE 2950 job Classification/Job Evaluation system.

**[1] Your Department's Benchmark Match Information**

Thank you for assisting in the development of a new CUPE 2950 classification/job evaluation (JE) system by matching the CUPE 2950 jobs in your department with benchmarks.

In some cases, you couldn't find a good benchmark match for jobs, or there are jobs that are a good match with more than one benchmark. We are currently working through these jobs in order to determine their pay grade.

We utilized the benchmark match information that you provided to undertake a complex costing exercise, which in turn allowed us to determine how to allocate available funding to a new pay structure and salary increases for some employees. There are two pay scales involved in the implementation process:

1. The initial JE implementation pay scale, which is effective March 16, 2008, and which allocates the recurring JE funding available through to 2007/08;
2. The April 1, 2008 pay scale, which builds on the initial implementation pay scale in (1) above, and which is inclusive of the April 1, 2008 general wage increase (GWI) and the 2008/09 JE funding. This pay scale includes a new "Step 4" for the top three pay grades of the pay structure. Employees retain their current "step entry date", and move to the same step on the new pay grade. They will continue to move through the steps, including the new Step 4, based on their "step entry date".

It is the latter of these pay scales that will be the effective pay scale for 2008/09, and this pay scale will be forwarded to Administrators and posted on the HR web site in several weeks. This will replace the April 1, 2008 pay scale that is outlined in the CUPE 2950 collective agreement.

Once implemented, the pay scale won't be adjusted again until April 1, 2009, at which time an adjustment will occur that applies funding from the April 1, 2009 GWI and the 2009/10 JE funding. The April 1, 2009 pay scale will be published when we get closer to the April 1, 2009 implementation date.

In order to have a better sense of what this means for your department, we are forwarding a final spreadsheet that lists your department's employees and the final benchmark matches and pay grades for each.

You can expect this to be e-mailed to you around February 22, 2008. If you don't receive this by February 29<sup>th</sup>, please contact Joyce Wei at 604-822-6865 or [joyce.wei@ubc.ca](mailto:joyce.wei@ubc.ca).

## **[2] Employee Salary Adjustments**

A number of employees, although not all employees, will receive a salary increase as a result of the JE funding.

Employees will move to the same step of the new pay grade as their step on their current pay band. For example, if an employee was at Step 2 of Pay Band D in the current system, and is moved to Pay Grade 5 of the new system, they will be moved to Step 2 of Pay Grade 5.

Employees who are currently earning a salary that is *above* their step on their new Pay Grade will not receive a salary increase from the JE funding. They will also not receive a salary decrease.

Employees who are currently earning a salary that is *below* their current step on their new Pay Grade will receive a salary increase from the JE funding. Their new salary will be the salary of that step on the new Pay Grade.

The application of general wage increases (GWIs) on April 1, 2008 and April 1, 2009 to employees who are above their new Pay Grade is under discussion.

## **[3] "Turn on" Date of New Job Evaluation System**

March 16, 2008 is the effective date of the new CUPE 2950 benchmark classification/job evaluation system. The first salary adjustment will be effective this date, and will appear on the March 31, 2008 pay cheques.

The official "turn on" date of the new benchmark classification/job evaluation system is, therefore, March 16, 2008.

In transitioning to the new JE system, we suggest that the old point factor system not be used after February 22, 2008.

Jobs submitted for review and posting after February 22<sup>nd</sup> should be based on the new classification/job evaluation system. In other words, please provide the benchmark match and pay grade that you think the job is a "best fit" with in the new system. The jobs will be posted under the new system and pay grades, and the HRMS will not utilize any of the old job codes or pay grades after March 16, 2008.

If possible, please delay posting during the period of this transition until early April.

All employees will need to be transitioned to new classifications and pay grades by March 16, 2008. All old classifications (e.g., Clerk F), related HRMS job codes, and pay bands (e.g., Pay Band F) will cease to exist in HRMS on a going forward basis (they will be retained for historical reasons, but will not be accessible going forward).

If you have employees who are not listed on the final spreadsheet (e.g., newly hired employees), it is imperative that they be matched to the new benchmarks, and that this be communicated to Stuart Murray at 604-822-2481 or [smurray@hr.ubc.ca](mailto:smurray@hr.ubc.ca) as soon as possible.

Any employees without a benchmark match in the new system will be coded to 280000 "Unmatched – Pending" until an accurate match is identified. Once a match is identified, any salary increases will be made retroactive to March 16, 2008 (the match may or may not involve a salary increase).

**Important Note:** If you have jobs in your department that are in the “**Unmatched – Pending**” category, it is imperative that you provide a copy of the **job description** to Stuart Murray as soon as possible (if you haven’t already). This is required in order to establish the appropriate pay grade. Stuart can be reached at 604-822-2481 or [smurray@hr.ubc.ca](mailto:smurray@hr.ubc.ca).

#### **[4] Retro**

It was determined that the first implementation, which is effective March 16, 2008, would focus on the “going forward” changes to the CUPE 2950 job evaluation system, pay scale, and individual employee salaries. After this is accomplished, we will turn our attention to allocating the limited funding that is available for retroactive salary adjustments.

It is important to note that all employees will not receive salary adjustments retroactive to dates prior to the March 16, 2008 implementation date because there is a limited amount of funding available.

#### **[5] Funding**

Funding will be provided for “going forward” increases to salaries that are GPO-funded. Human Resources will liaise with the Budget Office to arrange for the transfer of funding to relevant PGs as soon as possible. We anticipate this to be in late March or early April.

Funding will not be provided for “going forward” increases to salaries that are non-GPO-funded.

Retroactive payments for both GPO and non-GPO-funded employees *will* be funded centrally. This will be in the form of a one-time payment to employees to cover salary increases prior to March 16, 2008. Note that not every employee will receive retro. The amount and effective date of retro will be determined based on the amount of funding that is available.

Additional information about retro, as well as other issues that are currently under discussion, will be forwarded after the initial implementation has been completed.

#### **[6] Notifying Employees of their New Classification and Pay Grade**

CUPE 2950 employees will receive individualized letters from Human Resources in early March 2008, informing them about the benchmark that their job has been matched to, the pay grade, the appeal process, and upcoming open information sessions that they may attend.

#### **[7] Employee and Manager Open Information Sessions**

Employees as well as managers and administrators may attend one of several open information sessions to obtain information about the implementation of the new CUPE 2950 classification/job evaluation system. Sessions will be jointly presented by CUPE 2950 and University representatives from the joint job evaluation project committee.

These sessions will include a background and overview of the new classification/job evaluation system, the implementation process, the appeal process, and the next phases of the project, including implementing retro payments as well as the April 1, 2009 JE funding.

The orientation/information sessions will be held at the following times/locations:

1. Tuesday March 11, 2008, 2:00 – 4:00, Michael Smith Labs, Room 102 (Theatre)
2. Thursday March 13, 2008, 10:00 – Noon, Michael Smith Labs, Room 102 (Theatre)
3. Tuesday March 18, 2008, 10:00 – Noon, Michael Smith Labs, Room 102 (Theatre)
4. Wednesday March 19, 2008, 2:00 – 4:00, Michael Smith Labs, Room 102 (Theatre)
5. Tuesday March 25, 2008, 2:00 – 4:00, Diamond Health Centre Auditorium (VGH)
6. Monday March 31, 2008, 2:00 – 4:00, Telestudios Theatre (University Services Building (USB) Room 0112)

7. Thursday April 10, 2008, 10:00 – Noon, Asian Studies Auditorium (Asian Centre)

The sessions all cover the same content, so you only need to attend the session that is most convenient for you.

To learn more about the new system and the implementation process, feel free to attend one of these joint information sessions, and please encourage your CUPE 2950 employees to attend.

Frequently asked questions can be found on the HR web site at the following location:  
[http://www.hr.ubc.ca/comp/job\\_evaluation/2950/faq/index.html](http://www.hr.ubc.ca/comp/job_evaluation/2950/faq/index.html).

If you have any questions pertaining to the implementation of the new CUPE 2950 classification/job evaluation system, please contact Human Resources at  
[newcupe2950JE@ubc.ca](mailto:newcupe2950JE@ubc.ca).

Thank you.