

# THE UNIVERSITY OF BRITISH COLUMBIA



Human Resources  
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**Date:** October 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 (JE) System – Updates

**[FOR INFORMATION]**

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The following updates pertain to the CUPE 2950 Job Evaluation (JE) system.

**[1] Benchmark Changes**

From time to time the benchmarks that are used to classify CUPE 2950 jobs are updated or modified. New benchmarks may be added, and old benchmarks may be removed. Occasionally pay grades may change.

As such, it's important when classifying and posting a CUPE 2950 job to refer to the current benchmarks that are available on the HR web site at the following location:

[http://www.hr.ubc.ca/comp/job\\_evaluation/families/2950.html](http://www.hr.ubc.ca/comp/job_evaluation/families/2950.html).

It's possible that previously printed hard copies of benchmarks are no longer current.

**[2] October 1, 2008 Pay Scale**

The parties agreed to implement the final CUPE 2950 job evaluation funding early, by way of a new pay scale that is effective October 1, 2008. The new pay scale can be located on the Human Resources web site at the following location:

[http://www.hr.ubc.ca/files/pdf/compensation/salary\\_ranges/2950\\_Pay\\_Scale3.pdf](http://www.hr.ubc.ca/files/pdf/compensation/salary_ranges/2950_Pay_Scale3.pdf).

The final JE funding is being implemented early in order to improve the competitiveness of salaries of mid-high level CUPE 2950 jobs, relative to the external labour market, as much and as soon as possible. We were able to do this earlier than anticipated because there was some previously unutilized funding remaining from the first years of the JE funding allocations that could be used to “bridge” departments between October 1, 2008 and March 31, 2009 for the additional cost incurred because of the new pay scale. Note that beyond March 31, 2009 the increases to GPO funded positions will continue to be funded (i.e., the “bridge funding” is recurring). The increases to Non-GPO positions, however, will be funded from their usual funding sources (i.e., the “bridge funding” is for the period of October 1, 2008 through March 31, 2009 only).

Information about the October 1<sup>st</sup> pay scale can be found in our September 9<sup>th</sup> memo:

[http://www.hr.ubc.ca/files/pdf/compensation/HR\\_MEMO\\_CUPE\\_2950\\_JE\\_Final\\_Implementation\\_a.pdf](http://www.hr.ubc.ca/files/pdf/compensation/HR_MEMO_CUPE_2950_JE_Final_Implementation_a.pdf).

Additional information about the October 1, 2008 pay scale can be found on the Human Resources web site at the following location: [http://www.hr.ubc.ca/comp/job\\_evaluation/2950/faq/1oct08payscale.html](http://www.hr.ubc.ca/comp/job_evaluation/2950/faq/1oct08payscale.html).

The Human Resources department and Budget Office are currently processing budget allocations for the October 1, 2008 salary increases, to bridge departments to March 31, 2009 when the pay scale would otherwise have come into effect. Questions about budget allocations may be directed to Jackie Sun at the Budget Office [jacqueline.sun@ubc.ca](mailto:jacqueline.sun@ubc.ca).

**[3] Reclassification Request Forms**

We recently posted the new form to be used by employees who want to file a job reclassification request (i.e., Form A), as well as the form for the manager to respond (i.e., Form B).

Form B has been modified slightly to include a “cc” to CUPE 2950. Please be aware that a copy of Form B will be sent to the union.

Forms related to reclassification requests may be found on the Human Resources web site at the following location: [http://www.hr.ubc.ca/comp/job\\_evaluation/2950/index.html](http://www.hr.ubc.ca/comp/job_evaluation/2950/index.html).

If you or your CUPE 2950 employees have questions pertaining to the new CUPE 2950 JE system, please contact Human Resources at [newcupe2950JE@ubc.ca](mailto:newcupe2950JE@ubc.ca).

Thank you.