
THE UNIVERSITY OF BRITISH COLUMBIA



Human Resources
Room 350 - 2075 Wesbrook Mall
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<http://www.hr.ubc.ca>

Date: August 10, 2009

To: Faculty/Department Administrators

**From: Michelle Berner, Director – HR, Total Compensation
Kathleen Cheng, Manager, Compensation**

cc: HR Advisory Services (for information only)

**Re: Pay Grade and Salary Adjustment Spreadsheet pertaining to M&P
Compensation Review**

Further to our memo of July 22, 2009 pertaining to the M&P Compensation Review (http://hr.ubc.ca/files/pdf/memos/HR_Memo_M_and_P_Market_Survey_July_2009.pdf), please be advised that we are targeting the reclassifications and salary adjustments to be implemented by August 31, 2009. Implementation retroactivity, where applicable, will be reflected on pay cheques for September 15, 2009.

Attached is a spreadsheet that lists the M&P staff in your faculty/department. The report provides information pertaining to staff reclassifications at either July 1, 2008, July 1, 2009, or both. Also attached is a list of definitions that will assist you in interpreting information from the spreadsheet.

Please notify Kathleen Cheng (kathleen.cheng@ubc.ca; 604-822-8148) immediately if changes for staff in your faculty/department are required prior to implementation of M&P Compensation Review changes. Please notify Kathleen no later than Monday August 17th in order to avoid staff changes being processed by August 31st.

HR will be sending individual memos to M&P staff whose salaries will be adjusted as a result of the Compensation Review. We are targeting the week of August 24th to send these letters to staff members. M&P staff whose salaries will *not* be impacted will not receive a memo.

Additional information about the M&P Compensation Review is available on the Human Resources website at: <http://www.hr.ubc.ca/comp/2009mp/index.html>. Background information and FAQs for staff members and Administrators are available on the website.

Queries may be directed as follows:

- Changes to faculty/department spreadsheets, on or before August 17th, should be directed to Kathleen Cheng (kathleen.cheng@ubc.ca; 604-822-8148). Changes after August 17th can proceed in accordance with the normal process.
- Staff questions, as well as Administrator questions aside from those outlined above, should be directed to: compensation@hr.ubc.ca. An HR representative will respond to these emails on a priority basis.
- Inquiries pertaining to GPO budgets can be directed to Jacqueline Sun at jacqueline.sun@ubc.ca.

Thank you