

THE UNIVERSITY OF BRITISH COLUMBIA



Human Resources
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Date: August 27, 2008

To: Deans, Directors, Department Heads, Administrators

From: Michelle Berner, Director, HR – Total Compensation

CC: HR Advisory Services, Total Compensation

Re: M&P Compensation Survey

[FOR INFORMATION]

We are pleased to provide an update on the 2008 market compensation survey that the University is conducting for M&P jobs. We are embarking on this survey in order to evaluate the competitiveness of the University's M&P compensation. It is important to the University to retain fair and competitive compensation for our M&P staff.

Consultant Selection Process

A Request for Proposals (RFP) was issued by UBC on April 2, 2008. Seven consulting firms submitted proposals to conduct the survey on behalf of UBC. A panel of six UBC Human Resources and departmental representatives evaluated the proposals, resulting in the selection of Mercer to conduct the survey.

The Total Compensation team within the central Human Resources department is in the process of providing required information to Mercer so that they can develop the survey instrument. The target for conducting the survey is September 2008. It generally takes a number of months to conduct the survey, including time to compile the results. We anticipate this process to be completed by December 2008. Results will then be analyzed by the University, with a determination of appropriate changes.

Job Families to be Surveyed

All of the existing M&P job families will be surveyed, with a couple of exceptions.

Some job families have recently been reviewed against the external market, so will not be surveyed again:

- Coop Education,
- Drug & Poison Information, and
- Development Office.

In addition, there is a project that is currently underway to combine some of the existing job families prior to the survey:

- The *Research* and *Research Facilitation* job families will be combined.
- The *Admissions, Awards & Financial Aid*, and *Student Management* job families will be combined.

The two consolidated job families above will be surveyed, rather than the five former job families.

Changes Resulting from the Survey

The market survey process will not result in a general wage increase (GWI) for all employees. Any adjustments will be dependent upon the findings of the survey, and how UBC's compensation compares to the external market.

Adjustments to compensation are also subject to the University's ability to pay, as well as approval by the government through the Public Sector Employers Council (PSEC).

Conclusion

We are pleased to embark on the M&P survey process, as it is important to the University to recognize the significant contribution that M&P staff members make to the effective operation of the University.

We'll provide additional information as the project progresses.

Please share this information with M&P staff in your department.

Thank you.