Memorandum of Agreement

Between

The Professional and Managerial Association (PMA)

And

The University of Western Ontario

Respecting Salary and Benefits for November 1, 2010 to October 31, 2014

Term of Agreement

The terms of this agreement shall apply to all regular full-time administrative staff employees currently recognized by the University as eligible for membership in the Professional and Managerial Association on the date of ratification of this agreement.

The period of the agreement is from November 1, 2010 to October 31, 2014 inclusive.

Both Parties to the memorandum of settlement agree that they will continue their mutual arrangements with respect, integrity, and a commitment to adhere to the terms of this agreement.

Benefits

Flexible Credits - Professional Expense Reimbursement and/or Health Spending Account

Renaming of Benefit

In order to ensure continued non-taxable status of the program, the Professional Development Allowance shall be renamed Professional Expense Reimbursement.

Flexible Credits

For 2011, 2012 and 2013 employees shall have up to $600 (in $100 increments) in flexible credits to direct to either their Professional Expense Reimbursement or their Health Care Spending Account. Such direction shall be made by November 30 prior to each year.

Effective for the calendar year 2014, up to $1000 (in $100 increments) in flexible credits may be directed to either the employee’s Professional Expense Reimbursement or Health Care Spending Account. Such election shall be made by November 30, 2013.

Carry Over of Entitlements – Professional Expense Reimbursement

Unused amounts allocated to the Professional Expense Reimbursement carry over to be used first in the
next calendar year. If unused, the allocated amounts are never forfeited until the end of this agreement but continue to carry over and be applied to expenses claimed in subsequent calendar years.

**Carry Over of Entitlements – Health Care Spending Account**
Unused amounts allocated to the Health Care Spending Account carry over to be used first in the next calendar year. Any unused amounts at the end of the second calendar year are forfeited by the employee.

**Deadline to Submit Receipts for Expenses Incurred**
Where an employee has incurred an expense and wishes to apply for reimbursement from either their Professional Expense Reimbursement or their Health Care Spending Account, employees must submit the receipts for reimbursement by March 31 in the year following the year in which the expense is incurred, in order for the expense to remain eligible.

**Default**
If the employee does not elect the direction of their Flex Credits by the deadline, the amount will default to the Professional Expense Reimbursement.

2. **Salary, Salary Ranges and Performance Based Pay**

The University proposes the follow adjustments to salaries over the next 4 years:

**2010-2011**

*Salary ranges* will move by 1.5% on November 1, 2010

*Individual base salaries* will increase at November 1, 2010 for all PMA Eligible members who are also eligible on October 31, 2010 by 1.5%

*A merit pool* equal to 1.5% of base salaries as at October 31, 2010 for merit pay, to be distributed based on performance.

*For progression through the salary ranges* up to 1.75% of revised base salaries (after application of base increase and merit) to PMA who are below revised job rate.

After application of base and merit increases, if an employee’s compensation rate is above the maximum of the salary range, the excess of the compensation rate over the maximum of the range shall be paid in a *lump sum* and such payments shall be considered pensionable for the purposes outlined in the Pension Plan for Administrative Staff.

**2011-2012**

*Salary ranges* will move by 1.5% on November 1, 2011

*Individual base salaries* will increase at November 1, 2011 for all PMA Eligible members who are also eligible on October 31, 2011 by 1.5%

*A merit pool* equal to 1.5% of base salaries as at October 31, 2011 for merit pay, to be distributed based on performance.

*For progression through the salary ranges* up to 1.75% of revised base salaries (after
application of base increase and merit) to PMA who are below revised job rate.

After application of base and merit increases, if an employee’s compensation rate is above the maximum of the salary range, the excess of the compensation rate over the maximum of the range shall be paid in a lump sum and such payments shall be considered pensionable for the purposes outlined in the Pension Plan for Administrative Staff.

2012-2013

Salary ranges will move by 1.5% on November 1, 2012

Individual base salaries will increase at November 1, 2012 for all PMA Eligible members who are also eligible on October 31, 2012 by 1.5%

A merit pool equal to 1.6% of base salaries as at October 31, 2012 for merit pay, to be distributed based on performance.

For progression through the salary ranges up to 1.75% of revised base salaries (after application of base increase and merit) to PMA who are below revised job rate.

After application of base and merit increases, if an employee’s compensation rate is above the maximum of the salary range, the excess of the compensation rate over the maximum of the range shall be paid in a lump sum and such payments shall be considered pensionable for the purposes outlined in the Pension Plan for Administrative Staff.

2013-2014

Salary ranges will move by 1.5% on November 1, 2013

Individual base salaries will increase at November 1, 2013 for all PMA Eligible members who are also eligible on October 31, 2013 by 1.5%

A merit pool equal to 1.6% of base salaries as at October 31, 2013 for merit pay, to be distributed based on performance.

For progression through the salary ranges up to 1.75% of revised base salaries (after application of base increase and merit) to PMA who are below revised job rate.

After application of base and merit increases, if an employee’s compensation rate is above the maximum of the salary range, the excess of the compensation rate over the maximum of the range shall be paid in a lump sum and such payments shall be considered pensionable for the purposes outlined in the Pension Plan for Administrative Staff.

A lump sum payment of $800 at November 1, 2013 for all PMA Eligible members who are also eligible on October 31, 2013. The lump sum payment shall not be considered Pensionable Earnings

- Required Employee and Employer Pension Contributions
Employee Contributions

- Effective November 1, 2012, all new employees shall be required to contribute 5.5% of their Pensionable Earnings to the Pension Plan for Administrative Staff.
- Effective October 31, 2012 the contribution formula in effect for employees hired prior to January 1, 1991, (which was 6% of Pensionable Earnings less CPP contributions) shall be discontinued.
- By October 31, 2012, the employee will elect to make required contributions at either 2.5% or 5.5% of Pensionable Earnings. Such election shall be irrevocable until the employee has attained 20 years of service, at which point the employee who elected 2.5% required contributions will again be asked to elect between 2.5% and 5.5% of Pensionable Earnings.
- An employee who makes required employee contribution levels of 5.5% of Pensionable Earnings and who has 20 years of service, will be entitled to employer contributions equal to 9% of Pensionable Earnings.

Employer Contributions

Effective November 1, 2012, employer contribution levels will be as outlined below:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Employer Contribution Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10 years</td>
<td>8.0%</td>
</tr>
<tr>
<td>10 years and less than 20 years</td>
<td>8.5%</td>
</tr>
<tr>
<td>20 years or more, where employee required contribution at 2.5%</td>
<td>8.5%</td>
</tr>
<tr>
<td>20 years or more, where employee required contribution at 5.5%</td>
<td>9.0%</td>
</tr>
</tbody>
</table>

- Review the relative weighting allocation of merit distribution

The Employer and PMA will review the relative weighting allocation of merit distribution. Any change to the distribution would be effective only in 2013.

Signed on November 29, 2010

For PMA: ____________________________

For University: ____________________________