Memorandum of Agreement

Between

The Professional and Managerial Association (PMA)

And

The University of Western Ontario

Respecting Salary and Benefits for November 1, 2014 to October 31, 2018

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, 2014 to October 31, 2018 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.

1. Benefits and other Compensation

Flexible Credits - Professional Expense Reimbursement

i. Effective for the 2015 Calendar year the Flexible Credit compensation shall be $1,200 per year and shall remain part of the compensation plan until modified by a subsequent Memorandum of Understanding agreed to by both parties.

ii. For purposes of elections made for 2015, a minimum of $200 of all PMA-eligible members’ flexible credits will be allocated to Professional Expense Reimbursement.

iii. Members who have accumulated allocations for Professional Expense Reimbursement as of October 31, 2014 shall be able to claim expenses incurred in November and December 2014 as well as any time during calendar year 2015 against that accumulated allocation. Claims may be submitted up until March 31, 2016 to apply to these accumulated allocations. Thereafter the remaining allocation will be forfeited.

iv. The amount of flexible credits allocated to the Professional Expense Reimbursement for calendar year 2015 may be used to claim expenses in the calendar year 2015 and the remaining allocation, if any, will be carried over to be used for expenses incurred in the 2 subsequent calendar years. Thereafter, any unused allocation will be forfeited.

The 2 year carry forward limit will apply to any allocations of flexible credits made to Professional Expense Reimbursements for 2016 onward.

On-Call Responsibilities - Individuals with on-call responsibilities will be compensated at the rate of $1.00 per hour for every non-working hour on-call, in accordance with Policy 6.2 and related procedures.

Educational Assistance - A maximum of $4,600 per year for graduate education at a Canadian higher education institution in accordance with policy 6.7 III. 1. a) iii) and related procedures.

Post-Retirement Benefits for Position Elimination - If the employee is eligible to retire at the date of a position elimination or a termination without cause, she shall be entitled to retire, if she qualifies, with post-retirement benefits. This provision shall be added to the procedures for policy 6.15.
2. Salary, Salary Ranges and Performance Based Pay

Salary Scales

The new salary range for Salary Grade 18 level will change to be consistent with the current CS 5 range, prior to any additional scale adjustments at November 1, 2014, as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Minimum</th>
<th>Job Rate</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014 Computer Services 5</td>
<td>$73,560</td>
<td>$86,530</td>
<td>$104,830</td>
</tr>
<tr>
<td>2013-2014 Salary Grade 18</td>
<td>$69,140</td>
<td>$81,340</td>
<td>$98,590</td>
</tr>
<tr>
<td>Proposed Salary Grade 18</td>
<td>$73,560</td>
<td>$86,530</td>
<td>$104,830</td>
</tr>
</tbody>
</table>

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

2014-2015

i. *Salary ranges* will move by 1.25% on November 1, 2014

ii. *Individual base salaries* will increase at November 1, 2014 for all PMA Eligible members who are also eligible on October 31, 2014 by 1.25%

iii. A *merit pool* equal to 1.5% of base salaries as at October 31, 2014 for merit pay, to be distributed based on performance.

iv. *For progression through the salary ranges* up to 1.2% of revised base salaries (after application of base increase and merit) to PMA who are below revised job rate.

v. 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.

vi. A *lump sum payment* of $800 at November 1, 2014 for all PMA Eligible members who are also eligible on October 1, 2014. The lump sum payment shall not be considered Pensionable Earnings.
2015-2016

i. **Salary ranges** will move by **1.0%** on November 1, 2015

ii. **Individual base salaries** will increase at November 1, 2015 for all PMA Eligible members who are also eligible on October 31, 2015 by **1.0%**

iii. A **merit pool** equal to **1.5%** of base salaries as at October 31, 2015 for merit pay, to be distributed based on performance.

iv. **For progression through the salary ranges** up to **1.2%** of revised base salaries (after application of base increase and merit) to PMA who are below revised job rate.

v. 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.

2016-2017

i. **Salary ranges** will move by **1.0%** on November 1, 2016

ii. **Individual base salaries** will increase at November 1, 2016 for all PMA Eligible members who are also eligible on October 31, 2016 by **1.0%**

iii. A **merit pool** equal to **1.5%** of base salaries as at October 31, 2016 for merit pay, to be distributed based on performance.

iv. **For progression through the salary ranges** up to **1.2%** of revised base salaries (after application of base increase and merit) to PMA who are below revised job rate.

v. 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.

2017-2018

i. **Salary ranges** will move by **1.0%** on November 1, 2017

ii. **Individual base salaries** will increase at November 1, 2017 for all PMA Eligible members who are also eligible on October 31, 2017 by **1.0%**

iii. A **merit pool** equal to **1.7%** of base salaries as at October 31, 2017 for merit pay, to be distributed based on performance.

iv. **For progression through the salary ranges** up to **1.2%** of revised base salaries (after application of base increase and merit) to PMA who are below revised job rate.

v. 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.
Signed on November 12, 2014

For PMA:                      For University:

_____________________________  _______________________________
Debbie Acton                   Jane O’Brien

_____________________________  _______________________________
Chris Thompson                 Louise Koza

_____________________________  _______________________________
Leslie Gloor Duncan

_____________________________  _______________________________
Rosanne Greene