

Memorandum of Agreement
Between
The Professional and Managerial Association (PMA)
And
The University of Western Ontario
Respecting Salary and Benefits for May 1, 2007 to April 30, 2009

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. The period of the agreement is from May 1, 2007 to April 30, 2009 inclusive.

Group Benefits

1. Health Spending Account

Effective January 1, 2008 a health spending account will be added to the group benefit program for the purposes of reimbursement of medical expenses. Eligible expenses will be in accordance with the eligible expenses regulations of the *Income Tax Act (Canada)*. Only members who elect allocation of up to \$300 (in \$100 increments) from their Professional development allowance to the health spending account at November 30, 2007 will have an allocation for eligible expenses for the calendar year 2008. Unused allocations may be carried over for one taxation year.

Eligible expenses include but are not limited to:

- Out-of-pocket expenses arising from the 85/15 co-insurance
- Eligible expenses incurred above the maximum of certain benefits. E.g. vision care, medical practitioners including registered paramedical practitioners
- Personal assistive devices
- Orthodontic expenses

Effective January 1, 2009 each PMA-eligible member who has elected family coverage under the group benefit programs will be allocated \$325 per annum for expense reimbursement. Each PMA eligible member with single coverage will be allocated \$200 per annum for expense reimbursement. Unused allocations may be carried over for one taxation year.

At the option of PMA-eligible member, up to \$300 (in \$100 increments) may be redirected from their annual Professional expense reimbursement allowance to the Health Spending Account and this election is made once per year by November 30.

The health spending account is not added to group benefit plans for current or future retired PMA-eligible members.

2. Vision Care

Effective May 1, 2007 plan administration will be changed from \$150/yr or \$300 every two years to \$300 every two years.

Laser Eye Surgery may be claimed against the Vision Care benefit of \$300 every two years or under the Health Spending Account.

3. *Out of Country Coverage*

A limit on trip duration of 90 days shall be added to the plan such that only incidents that occur within the first 90 days of being out of the country will be eligible for reimbursement.

The trip duration limit shall be 60 days PMA eligible members who retire on or after July 1, 2007.

4. *Dependent Child*

Effective July 1, 2007 the current definition in the master benefits contract shall remain unchanged except to include only children of PMA eligible members, up to age 21, or up to age 25 on the provision of evidence that the child is in school full time.

Mentally or physically infirmed dependent children would continue to be covered regardless of age, on provision of satisfactory evidence of the infirmity to the insurer.

The definition is applicable to the health, dental, vision, life insurance and dependent tuition scholarship programs.

Any dependent children who were previously covered under the University group benefit program and who become ineligible by virtue of this amendment will be eligible for coverage through an affiliated insurer, at the employee's expense, without "proof of good health", provided the application for coverage is made to the affiliated insurer within 60 days of the end of coverage under the University plan.

5. *Basic Life Insurance*

For PMA-eligible members who continue to work beyond their Normal Retirement Date, the University will pay the full coverage for a \$15,000 basic life benefit.

6. *Optional Life Insurance*

Insurance be purchased at 100% cost to the insured member. Members may elect insurance valued at ½, 1, 1 ½, 2, 3, 4 or 5 times their annual salary – up to the combined (basic plus optional) maximum of \$1,000,000 coverage. Those members opting for additional optional life insurance will be required to complete a health questionnaire before the coverage is approved by the insurance carrier. The additional optional premiums will be based on age, sex and smoker status and subject to annual adjustments that reflect the experience of the plan.

For PMA-eligible members who continue to work beyond their Normal Retirement Date, optional life insurance coverage and accidental death and dismemberment insurance shall cease on their Normal Retirement Date.

7. *Dependent Life Insurance*

The current dependent life program remains unchanged. An optional spousal life insurance plan is added to provide insurance for the spouse, in increments of \$25,000 up to a maximum of \$500,000 total coverage. Those members opting for additional spousal optional life insurance will be required to have spouse complete a health questionnaire before the coverage is approved by the insurance carrier. The premiums will be based on age, sex and smoker status rates as under optional life insurance.

For PMA-eligible members who continue to work beyond their Normal Retirement Date, dependent life, optional spousal life insurance and accidental death and dismemberment insurance coverage shall cease on their Normal Retirement Date.

8. Long Term Disability

The benefit provided is 70% of normal basic monthly compensation up to a maximum of \$6000 per month for all claims approved after May 1, 2007.

Coverage and benefits cease for active PMA eligible members on the attainment of Normal Retirement Age. Where a PMA eligible member is in receipt of both long term disability benefits and a partial pay from the University, the member is required to continue member pension contributions at the rates in effect at the date of disability, on the amount of pay received from the University. The University shall continue both the employee and employer contribution amounts in effect at the date of disability, increased when the disability benefit is increased by the insurer, less the amount, if any, the member contributes while receiving a partial pay.

For members on sick leave salary continuance, PMA eligible employees who experience a reoccurrence of the same disability within four weeks after return to work will continue with the unused portion of the 15 weeks.

9. Post Retirement Benefits

Effective July 1, 2007, PMA eligible members must have accrued 10 years full time service to be eligible for post retirement health, dental, vision and life insurance programs.

PMA eligible members hired into a regular full time PMA appointment prior to July 1, 2007 must have accrued 5 years of full time service to be eligible for post retirement health, dental, vision and life insurance programs.

The design of post retirement health, dental and vision care plans remained unchanged from the design as of April 30, 2007, with the exception of the out of country trip duration limit of 60 days as outlined in 3 above and the same dependent child definition as outlined in 4 above, for all future retired members from the PMA-eligible group.

Pension Plan

Pension plan contributions continue to Normal Retirement Date. Pension contributions continue for active PMA eligible members who work beyond their Normal Retirement Date, provided the member has not yet attained a point where their age plus full time service equals 95 and has not attained age 69.

Flexible Work Schedule

In support of the flexible work schedule, two (2) personal days which are not cumulative may be used in each calendar year beginning in 2007.

Professional and Leadership Development

Up to \$4,000 per year be payable on acceptance in the program, from the educational assistance plan, to assist members in the completion of any graduate degree program offered by any Canadian higher education institution provided that the member maintains their active employment relationship while completing this education. Should the member not successfully complete their education, the advance funding is payable back to the University in a defined format and timeframe as agreed with the member and the University.

Effective January 1, 2008, up to \$300 (in \$100 increments) of the \$600 allocated to members' professional development may be redirected to the proposed Health Spending Account. The election is irrevocable, must be assigned by November 30 of the previous year and may be changed annually.

Amounts allocated to the professional development may be carried over until the end of this agreement between the University and PMA.

Dependent Child Tuition Plan

The plan be renamed the "PMA Dependent Child Tuition Benefits Plan" and be \$1200 per year per dependent in good standing with the University and its Affiliates.

Salary, Salary Ranges and Performance Based Pay

The University proposes the follow adjustments to salaries over the next two year period:

1.
 - a. Salary ranges will move by 3.0% on May 1, 2007
 - b. Increase base salaries as at April 30, 2007 for all PMA Eligible members who are also eligible on May 1, 2007 by 3.0%
 - c. Allocate a pool equal to 1.4% of base salaries as at April 30, 2007 for merit pay, to be distributed based on performance.
 - d. Allocate a pool equal to 1.0% of base salaries for PMA below job rate for career trajectory merit adjustment to be distributed based upon performance to move PMA eligible members who are below job rate to the job rate.
 - e. Merit pay which is paid in lump sum payments to individuals whose compensation rate is in excess of the maximum of the salary range, shall be considered pensionable earnings for purposes outlined in the Pension Plan for Administrative Staff.

2.
 - a. Salary ranges will move by 3.0% on May 1, 2008
 - b. Increase base salaries as at April 30, 2008 for all PMA Eligible members who are also eligible on May 1, 2008 by 3.0%
 - c. Allocate a pool equal to 1.4% of base salaries as at April 30, 2008 for merit pay, to be distributed based on performance.
 - d. Allocate a pool equal to 1.0% of base salaries for PMA below job rate for career trajectory merit adjustment to be distributed based upon performance to move PMA eligible members who are below job rate to the job rate.

e. Merit pay which is paid in lump sum payments to individuals whose compensation rate is in excess of the maximum of the salary range, shall be considered pensionable earnings for purposes outlined in the Pension Plan for Administrative Staff.

Policy Reviews

The University and PMA agree to undertake a review of the following key policy points:

1. Leave of Absence (6.12) to include a description of the type of leaves available under this policy (i.e. Competitive sport and charitable work) to be completed by November 30th, 2007.
2. Professional and Leadership Development Leave be defined and the process and criteria for application determined. The options for funding this leave will need to be explored. This work will be completed by January 2009 in preparation for 2009 compensation discussions.

Salary Range Review

1. The University and PMA agree to meet in October 2007 to review the salary data and discuss what salary benchmarks and comparators they will consider in the 2009 salary negotiations.
2. Commencing in October 2008, representatives from the University and PMA negotiating committees will meet to discuss the salary information and data; review the relationship of minimum to job rate and the structure for future salary increases.

The parties agree to keep the confidential the terms of the settlement subject to ratification.

For PMA:

For University: