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Memorandum of Agreement
Between
The Professional and Managerial Association (PMA)
And
The University of Western Ontario
Respecting Salary and Benefits for November 1, 2018 to October 31, 2022
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, 2018 to October 31, 2022 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.

Signed on November 6, 2018

For PMA: For University:

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Compensation Plans

Procedure for Policy 6.2 - Compensation Plan

1. Salaries for New PMA Eligible Staff

a) A ~~starting~~ salary above the ~~applicable range Minimum~~Start Rate may be deemed appropriate in order to accommodate existing market conditions or to reflect previous related experience possessed by a candidate. Subject to this determination, and the with the concurrence of the Dean/Budget Unit or designate, Human Resources may approve a starting salary up to a point equal to Job Rate.

b) Starting salaries above Job Rate will be infrequent and must be approved by the Associate Vice-President, Human Resources.

2. Salary Action on Promotions and Upward Reclassifications and Transfers

a) When a current PMA Eligible staff member is promoted or his/her current position is reclassified to a higher classification within the same occupational series or to one in a different occupational series which has a Job Rate greater than 5% above the former Job Rate, an increase in salary will be implemented which will bring that PMA Eligible member's salary up to the greater of:

i) the ~~Minimum~~ Start Rate of the new range, or

ii) to a point in the new range which will afford that employee an increase of 5% per level over his/her current salary.

b) Where circumstances warrant consideration of a larger salary increase than those stipulated in a) above, these amounts may be exceeded by up to a further 5% of the individual's former salary upon the written recommendation and explanation of the Dean or Budget Unit Head and approval of the Associate Vice-President, Human Resources or designate.

3. Salary Action on Lateral Transfers

a) When a current PMA Eligible staff member transfers laterally to a position that has either the same Job Rate of his/her current position or one within 5% of the Job Rate of the former position, ~~when pro-rated to a common hourly work week~~, he/she will maintain his/her annual salary and may receive a discretionary salary increase of up to 5% of the former salary upon the written recommendation of the Dean or Budget Unit Head and the approval of the appropriate Vice-President and the Associate Vice-President, Human Resources.

b) Any lateral transfers occurring within two years of a previous lateral transfer where up to a 5% increase was applied will occur with no change in salary.

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Leaves

Procedures for Policy 6.9 – Sick Leave and Long Term Disability

1. Short Term Sick Leave Continuance Plan Procedures

If a staff member is anticipating an absence from the workplace due to illness or injury, he/she should advise the supervisor of the expected duration of the absence and contact Rehabilitation Services for required accommodation support. The staff member should provide the supervisor with regular updates as to the expected duration of the absence.

~~If a staff member is absent from the workplace due to illness or injury for more than five working days, the staff member should provide the supervisor with regular updates as to the expected duration of the absence.~~

~~After the staff member has been absent from the workplace due to illness or injury for more than five working days, the supervisor should notify Rehabilitation Services of the absence and request the staff member contact Rehabilitation Services directly. The intent of the contact is for Rehabilitation Services to work with the staff member to provide supports and assessment for a rehabilitation support program~~

POLICY 6.10 – Leaves

III. POLICY

1. Paid Absences From the Workplace

There are no formal university-wide restrictions, relative to short-term paid absences from the workplace for PMA Eligible Staff. Such absences are subject to the operating requirements of the unit. Examples of short-term paid absences may include compassionate reasons, death or loss of a family member~~bereavement leave~~, etc. While jury and witness duties are not always short-term, they are included under short term paid absences.

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Salary

Revised Salary Range implemented as of October 31, 2019 to align with external benchmarks:

Grade	Salary Grade	Minimum	Job Rate	Maximum	Change Min	Change JR	Change MX
1	13	55,060	64,740	78,480	-	-	-
2	14	58,480	68,820	83,480	-	0.01%	0.05%
3	15	62,190	73,160	88,740	4.21%	4.26%	4.33%
4	16	66,100	77,770	94,340	5.07%	5.12%	5.14%
5	17	71,060	83,600	101,410	4.67%	4.71%	4.82%
6	18	78,170	91,960	111,550	0.37%	0.38%	0.50%

Technical and Research Scientist Compensation Plans and positions to be reviewed by the University align with the funding for these positions, by December 31, 2021.

Adjustments:

Effective November 1 each year	2018/19	2019/20	2020/21	2021/22
Scale	1.5%	1.5%	1.5%	1.5%
Merit	1.0%	1.0%	1.0%	1.25%
PTR	0.50%	0.50%	0.50%	0.50%
Number of members get PTR	300	278	235	196

Note: Scale adjustment means that salary ranges will move by 1.5% and that Individual base salary will increase by 1.5% to the maximum of salary range.

Benefits and Other Compensation

Professional Expense Reimbursement, Flexible Credits and Health Care Spending Account –

i. The Flexible Credit compensation will be $2,000 per annum effective January 1, 2019 until modified by a subsequent Memorandum of Understanding agreed to by both parties.
ii. The base health care spending amount will be removed from the health plan effective January 1, 2019
iii. The 2 year carry forward will apply to any allocations of flexible credits made to Professional Expense Reimbursements.

Vacation Accrual – Once a PMA member has accumulated 10 years of regular full time service, the vacation accrual entitlements shall be based on employee's *Service Date* which is the first day that the person contracted into an employment relationship with the University of Western Ontario.

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This date shall be reset to the most recent contract start date when there is an interruption of earnings sufficiently long to require the issuance of a Record of Employment.

Lump Sum Payment - $1,000 for each full time PMA-eligible member as of October 1, 2018, and who remain actively employed as of date of ratification of this agreement, payable by December 31, 2018. Any PMA-eligible member currently in receipt of Long Term Disability payments will not receive the lump sum payment. Further any PMA-eligible members in receipt of employment insurance or Workers safety insurance as of date of ratification may choose to defer this payment until they return to active employment.