

SIDE LETTER – UNIVERSITY CLASSIFICATION AND COMPENSATION PROJECT

The parties agree that it is a priority to address the challenge of staff recruitment and retention. Further, the parties agree to address issues of pay equity, transparent job placement, career ladders and market competitiveness.

The University is in the process of identifying a vendor to create a new classification and compensation system for all staff positions at the University. This is a significant project, which will be led by a project team of key stakeholders, and have a lasting positive impact on our structures and processes. Once a vendor is selected, the project team will immediately work with them to:

- Create a project plan
- Assess our current class and comp structure
- Develop a new job architecture (job families, functions, and titles)
- Develop a job mapping tool and process (e.g., where to place employees in the new structure)
- Create a new salary structure
- Develop compensation administration guidelines
- Implement all of the above, to include communications and training plans.

Work is expected to begin on this project during the summer of 2022.

In one of the first 4 project team meetings, the project team will invite representatives of the Union to present on concepts the Union suggests the project team should consider.

The University and the Union agree that no later than July 1, 2023 the parties will meet to bargain or impact bargain, as appropriate, over the implementation of the new classification and compensation structure, including:

- Salary structure / pay bands
- Compensation administration guidelines
- Salary placement for new employees
- Equity Adjustments
- Career Ladders

Should the University and Union reach agreement on changes made to the classification and compensation system after July 1, 2023, any changes that result in salary increases for existing staff shall be backdated to July 1, 2023.

The parties also agree that should the University not be prepared to bargain over the above by July 1, 2023, they will begin to bargain or impact bargain, as appropriate, at mutually agreeable times to create levels of career progression within the critical job series identified below. The parties will establish a schedule for each series, and can mutually agree to engage in these negotiations sooner, or not at all.

- Office/Program Support Series

TA 5/13/22
Jesh

TA 5/13/22
Rachel Wok

- Technical Research Series
- Student/Academic Services Professional Series
- Business Support Series/Library Support Series
- Administrative Services Professional Series
- Health Care Professional Series
- Outreach Professional Series