

## **POLICY 6.2 – Compensation Plan**

<b>Policy Category:</b>	Personnel
<b>Subject:</b>	Compensation Plan
<b>Approving Authority:</b>	Board of Governors
<b>Responsible Officer:</b>	Vice-President, Operations and Finance
<b>Responsible Office:</b>	Human Resources
<b>Related Procedures:</b>	<a href="#">Administrative Procedures for Compensation Plan</a>
<b>Related University Policies &amp; Procedures:</b>	
<b>Effective Date:</b>	July 1, 2013
<b>Supersedes:</b>	June 20, 2013

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### **I. PURPOSE**

The University is committed to creating and maintaining a work environment where PMA members are valued as integral members of the Western community, and where performance and contributions are recognized and rewarded. An effective job evaluation and compensation plan is an important element in demonstrating this commitment. This policy outlines the job classifications and compensation plan for all PMA Eligible staff.

### **II. DEFINITIONS**

PMA Eligible staff - Are all regular full-time staff employed at the University of Western Ontario in Professional and Managerial positions at such Salary Grades or Levels as may be determined by Western from time to time. The current positions so classified can be found at:

[https://www.uwo.ca/hr/facultystaff/form\\_doc/pay/salary/pma.pdf](https://www.uwo.ca/hr/facultystaff/form_doc/pay/salary/pma.pdf)

On-call - Refers to the responsibility of professionals and managers to respond to emergencies of a specific type, within 20 minutes of contact.

### **III POLICY**

#### **1. Classification of Professional/Managerial Positions**

All professional and managerial roles for PMA Eligible staff must have clearly articulated outcomes, accountabilities and responsibilities in a role description which is current and has been reviewed in accordance with Western's Job Evaluation Plan for PMA positions and classified into one of the classifications for PMA Eligible staff.

**2. Salary Ranges**

- a) Each classification in the job evaluation plan will have a salary range which will consist of a salary Minimum, Job Rate, and Maximum.
- b) The Job Rate of a salary range is the primary reference point used by Western in the maintenance of a competitive salary structure.
- c) The range Minimum is established for each classification level in a manner which results in a specific percentage relationship between the Job Rate and the range Minimum, and is the point in the range normally used for making new appointments to that classification.
- d) The range Maximum is established for each classification level in a manner which results in a specific percentage relationship between the Job Rate and the range Maximum.

**3. Starting Salaries for New Employees**

The salaries of new Western PMA Eligible staff appointed to a position covered by this policy will be determined at the time of hiring as a matter of consultation between the Dean/Budget Unit Head or designate and Human Resources.

**4. Salary Adjustments**

Salary adjustments (basic adjustments, progression through the range adjustments and scope of merit adjustments based on performance) are subject to formal negotiation between the Professional and Managerial Association and Western and are outlined in the resulting Memoranda of Agreements.

**5. Change of Position/Reclassification**

A change in job classification of PMA Eligible staff occurs as follows:

- a) Upward, Downward or Lateral Transfer where a member transfers to another position which has been evaluated and classified; or,
- b) Reclassifications where a member's current position is evaluated and reclassified to a different classification.

**6. On-Call Responsibilities**

On-call responsibilities require a PMA eligible member to respond to specific emergencies within 20 minutes. Carrying a pager/beeper/cell phone does not necessarily mean an individual is "on call". Such responsibilities need to be explicitly and formally established by the Budget Unit Head or designate through discussions with appropriate staff and/or clients and be approved by the Associate Vice-President or Dean of the operating unit or faculty. On-call responsibilities should be reflected in the job descriptions of the PMA eligible members to whom they are assigned.