

Terms of Reference for the URFA-APT Market Supplements Review Committee

Preamble

As part of negotiations for the URFA-APT Collective Agreement between the University of Regina and the University of Regina Faculty Association, the parties agreed to establish a joint committee to review market supplement proposals. Appendix C - **Memorandum of Agreement on Market Supplements** of the current CBA is attached to these terms of reference.

Terms of Reference

1. To review and provide recommendations to the Associate Vice-President (Human Resources) on market supplement proposals when it can be demonstrated that competitive pressures in the market require additional compensation.

Membership

Three members appointed by the University
Three members appointed by the Faculty Association
A representative from the Human Resources Department as Chair

Conflict of Interest

If a Market Supplement Proposal involves a member of the Committee (either as the Out-of-Scope Head or Designate of the department/unit the proposal has been submitted from or as the APT member for whom the market supplement has been proposed), that member will abstain from the Committee's deliberations and recommendation to the Associate Vice-President (Human Resources).

Quorum

A minimum of two Faculty Association representatives and two University representatives will be required for quorum.

In cases where quorum cannot be reached because more than one representative from either the Faculty Association or University is in conflict as outlined above, a replacement member(s) will be appointed by the appropriate party before deliberations begin.

May 13, 2013

APT Market Supplement Proposal Process

Process

- The Out-of-Scope Head or Out-of-Scope Designate alerts Human Resources of a market concern.
- Human Resources requests, compiles, and analyses relevant information (as outlined in the section below).
- Information is provided to the Out-of-Scope Head or Out-of-Scope Designate.
- The Out-of-Scope Head or Out-of-Scope Designate prepares the proposal, includes the surveyed information and may submit additional information, makes the recommendation and provides the rationale.
- Proposal is forwarded to the Chair who is a member of the Human Resources Department.
- A copy of the proposal is forwarded to the Faculty Association.
- Market Supplement Committee reviews the proposal and makes a recommendation to the Associate Vice-President (Human Resources).
- The Associate Vice-President (Human Resources) makes the decision and provides a copy to the committee members, the Faculty Association, and the APT members for whom the market supplement was proposed.

Information Provided by Human Resources to the Out-of-Scope Head or Out-of-Scope Designate

Human Resources will consult with the Out-of-Scope Head or Out-of-Scope Designate to confirm comparable employers to request data for a market assessment. A minimum of five comparable employers will be used for the market assessment.

Current annual information required:

1. Job specific (based on a match to a Job Description derived from the most recent JEQ on file in Human Resources)
 - Market supplements being paid
 - Average base salary exclusive of market supplement
 - Annual hours of work
 - Other forms of compensation
 - Starting salaries of recent appointees (last two years)

Note: a minimum of three matches will be required in order to make a valid comparison on a job. If there are less than three matches, Human Resources and the Out-of-Head or Out-of-Scope Designate will consult together to choose additional employers to request information from.

2. University of Regina information as identified above.

May 13, 2013