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September 19, 2019

TO: Administrative Professional Officers (APOs)  
Exempt Support Staff (ESS)  
Excluded Professionals  
Senior Administration

Thank you for your hard work on behalf of the University this past year. Each year brings new challenges, as well as dealing with the usual pressures and demands, and the Board of Governors would like to extend their appreciation for your contributions.

As you are aware, the Provincial Government had implemented a restraint on salaries for all non-bargaining employees from April 1, 2016 to September 30, 2019 to maintain base salaries for non-bargaining unit staff at current levels, without any grid movement. On September 13, 2019 the Board received notice that the Provincial Government's salary restraint will continue until December 31, 2019 (see attached). Please note that the University has reviewed all non-bargaining employees' salaries and adjusted for any salary inversion or compression issues that may have existed.

Recognizing that the affected employee groups are not receiving any compensation increases, the University will continue to offer Personal Days to the affected employees for the period of October 1, 2019 to June 30, 2020. For the period October 1, 2019 to June 30, 2020, non-bargaining employees will receive 4.0 personal days.

These Personal Days reflect the priority of Work-Life Balance in the People Plan and can be used by non-bargaining employees when they desire a day off to perhaps extend a vacation, create a long weekend or to take an afternoon to play golf or go for a bike ride. However you choose to use your Personal Days, please work with your supervisor regarding scheduling to ensure that you use and enjoy them! You can reference the specifics of the [Personal Days](#) on the University's website. The University's BANNER Human Resources system will keep track of your personal days.

Please note that the University will also continue to offer the Voluntary Personal Leave Plan in 2019-20 to those employees who wish to participate in this program.

The University recognizes and appreciates the valuable contributions that you provide. If there are any questions about Personal Days, please contact Ariane Tennant, Associate Vice-President (Human Resources), or your Senior Human Resources Consultant.

Sincerely,

Nancy Walker  
Vice-President (Finance & Administration)

c. Human Resources



# 2019-20 GUIDELINES – PERSONAL DAYS FOR NON-BARGAINING EMPLOYEES

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## 2019-20 Personal Leave Days

October 1, 2018 to June 30, 2020

Administrative Professional Officers (APOs), Exempt Support Staff (ESS), Excluded Professionals, and Senior Administrators are eligible for the following personal leave days:

- **4.0 days between October 1, 2018 and June 30, 2020**

### Guidelines for the use of Personal Days for Non-Bargaining Employees:

1. Personal Days are to be taken at a time mutually agreed on by the employee and their supervisor to ensure that departmental operational needs are still being met. Supervisors are asked to be flexible to ensure that employees have the opportunity to take the Personal Days.
2. Supervisors are encouraged to proactively work with employees in the scheduling of the Personal Days in such a way that the ability of employees to accomplish their work goals are not adversely affected by the taking of the Personal Days.
3. To support employees' well-being and work-life balance, all employees are encouraged and enabled to take their earned vacation time on an annual basis.
4. Personal days may be taken prior to using annual vacation entitlement.
5. Personal days cannot carryover to future years and must be used in the time period during which they are allocated. Personal Days not taken during the time period are forfeited.
6. Employees will not receive pay in lieu of unused Personal Days.
7. Personal days will be entered into and tracked by the BANNER Human Resources Information System (HRIS).
8. Personal Days are prorated based on the full-time equivalent (FTE) of the employee's position and the months worked during the year. Personal days are not earned during periods of leave without pay of more than one month in duration.



## 2019-20 GUIDELINES – PERSONAL DAYS FOR NON-BARGAINING EMPLOYEES

Application for Personal Leave Days October 1, 2018 to June 30, 2020 EMPLOYEE INFORMATION	
LAST NAME	FIRST NAME
EMPLOYEE ID	
DEPARTMENT	
SUPERVISOR	

**Proposed Schedule (4.0 Consecutive Days)**

Beginning Date	Ending Date

OR

**Proposed Schedule (4.0 Non-Consecutive Days)**

	Leave Day Date	1/2 Day (am or pm)	Full Day
1			
2			
3			
4			
5			

EMPLOYEE SIGNATURE	DATE
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**APPROVAL**

SUPERVISOR	
NAME	TITLE
SIGNATURE	DATE

**DISTRIBUTION:**

- Copy to Employee
- Copy to Supervisor
- Copy to AVP/Executive Director/Dean/University Librarian

# Salary Restraint Regulation

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The Government of Alberta has made a regulatory change to require public agencies to restrain salaries until December 31, 2019—the same as core public service employees.

## Background

- A salary restraint has been in place for non-bargaining unit members of the core public service since April 1, 2016. Since this time, public agencies governed by the *Alberta Public Agencies Governance Act (APAGA)* have been asked to refrain from compensation increases and grid movement for all non-union staff.
- The *Reform of Agencies, Boards and Commissions Compensation Act (RABCCA)* authorizes the Lieutenant Governor, acting on the advice of Cabinet, to establish compensation frameworks for public agencies that fall under APAGA.
- The Salary Restraint Regulation establishes a compensation framework under RABCCA which formalizes the current salary restraint measures for APAGA agencies.

## Application of the Compensation Regulation

- The Salary Restraint Regulation applies to all APAGA agencies that have their own non-union staff.
  - Agencies whose employees are subject to the *Public Service Act* are already subject to the Alberta Public Service salary restraint, and are therefore, not covered by the Salary Restraint Regulation.
- The regulation was originally in effect from April 1, 2018 until September 30, 2019 and has been extended by three months to December 31, 2019.

## Key Provisions in the Regulation

### Salary Restraint

- Public agencies are prohibited from increasing the base salaries of their non-union staff members during the restraint period of April 1, 2018 to December 31, 2019.
  - This includes, but is not limited to, general increases, cost of living increases, merit increases, performance increases and any form of grid movement.
- The Salary Restraint Regulation is in addition to section 6 of the Reform of Agencies, Boards and Commissions Compensation Regulation which continues to apply to specific agencies.

### Permitted Adjustments

- A base salary increase is only permitted in the following circumstances and only in accordance with the public agency's existing policies:
  - Promotions;
  - To correct salary inversion (a situation in which the base salary of an employee is greater than the base salary of the employee's supervisor); and
  - To correct salary compression (a situation in which the difference in base salary between employees is too small to be equitable).

If you have any questions, please contact Avy Wolf, Director, Agency Compensation and Recruitment Policy, Public Agency Secretariat at [avy.wolf@gov.ab.ca](mailto:avy.wolf@gov.ab.ca), or at (780) 427-8352.