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October 20, 2015

Professor Cheryl Regehr  
Provost, University of Toronto  
Simcoe Hall, Room 225  
27 King's College Circle  
Toronto, Ontario M5S 1A1

Dear Cheryl:

RE: Association Grievance – Teaching Stream PTR

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In accordance with Article 7 of the Memorandum of Agreement, the University of Toronto Faculty Association (UTFA) hereby files an Association Grievance with respect to the University administration's implementation of the August 20, 2015 mediated agreement as it pertains to Teaching Stream PTR.

Background:

On August 20, 2015, the University administration and the University of Toronto Faculty Association reached agreement and signed off on a number of issues arising in Salaries, Benefits, Pensions and Workload ("SBPW") negotiations. Included in that list of agreements are the following increases to the Teaching Stream breakpoint and to the PTR increments allocated to each Teaching Stream PTR pool per FTE.

(a) Teaching Stream PTR Parameters

6. Effective July 1, 2015 make the following changes to the Teaching Stream PTR parameters:
- Increase the breakpoint to \$135,400
  - Increase the 100% above the breakpoint increment to \$1,800
  - Increase the 100% below the breakpoint increment to \$3,100

The signed agreement is attached to this grievance as Appendix "A."

However, when the 2015 PTR money was actually allocated to units to be distributed, each increment was reduced by 5%, lessening the increment allocated to the pool to \$1710 for those above the breakpoint and \$2945 for those below the breakpoint. UTFA presumes that the deducted 5% has been placed into the Dean's Merit pool.

Basis of the Grievance:

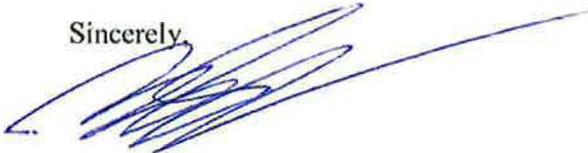
On a plain reading of the agreement, it is clear that the parties agreed that \$1800 and \$3100 were the amounts of the increments that were to be allocated to the PTR pools and that the Dean's Merit pool amounts were not included within those figures. Yet the University administration issued a PDAD&C memo (Appendix "B") indicating that the increments were \$2945 below the breakpoint and \$1710 above the breakpoint.

UTFA's Bargaining Report #5, issued to the membership on August 28, 2015 listed the \$1800 and \$3100 amounts. Although an advance draft was provided to Professor Hildyard in her capacity as Chief Negotiator of the University administration's bargaining team, she did not express any concerns about the amounts listed.

The University administration publishes faculty and librarian salary and breakpoints in the Academic Administrative Procedures Manual ("AAPM"). The relevant section is included as Appendix "C". The numbers provided in the AAPM are expressed excluding any amounts allocated to the merit pool. UTFA's negotiations on Teaching Stream PTR were based on the numbers provided in the AAPM.

We look forward to this matter being placed on the agenda for a meeting of the Joint Committee to be held within twelve working days of your receipt of this letter. If a satisfactory result is not reached within seven working days UTFA will refer the matter to the Grievance Review Panel. Should the matter not be resolved at the Joint Committee, UTFA reserves its right to make further submissions.

Sincerely,



Scott Prudham  
President, University of Toronto Faculty Association

Cc: Angela Hildyard  
Cynthia Messenger  
Alison Warrian

**August 20, 2015 University Administration Without Prejudice Proposal**

**U OF T AND UTFA ARTICLE 6 MEDIATION/ARBITRATION WITH WILLIAN KAPLAN**

Interim Agreement Regarding Librarian Salaries and Regarding the July 1, 2015 PTR Exercise for the Period July 1, 2014 to June 30, 2015 ("July 1, 2015 PTR") and the Period July 1, 2015 to June 30, 2016 ("July 1, 2016 PTR") for Faculty and Librarians

**The Term of the Mediated or Arbitrated Article 6 Salary and Benefit Agreement**

1. The mediated or arbitrated agreement will cover the period July 1, 2014 to June 30, 2016 unless the parties agree in writing to a further term beyond June 30, 2016.
2. A copy of this Interim Agreement will form part of a mediated or arbitrated agreement and arbitrator Kaplan shall not make any award inconsistent with the terms and conditions of this Interim Agreement.

**Librarian Salaries**

3. For all librarians employed on the date of this Interim Agreement with a July 1, 2014 annual salary of \$73,907 or less, an increase in annual salary of \$2,900 (pro-rated for librarians with less than 100% FTE appointments) effective July 1, 2014, plus agreed upon or awarded July 1, 2014 or any subsequent ATB % increase, if any.
4. Effective July 1, 2014 increase the salary range minimum for each of Librarian I, II, III and IV by \$2,900 plus agreed upon or awarded July 1, 2014 or any subsequent ATB % increase, if any. For any librarian whose July 1, 2014 annual salary remains below the relevant new salary range minimum increase their annual salary to the new salary range minimum effective July 1, 2014.
5. Arbitrator Kaplan will make no further or other award with respect to librarian salaries in any arbitration award.

**July 1, 2015 PTR**

**(a) Teaching Stream PTR Parameters**

6. Effective July 1, 2015 make the following changes to the Teaching Stream PTR parameters:
  - Increase the breakpoint to \$135,400
  - Increase the 100% above the breakpoint increment to \$1,800
  - Increase the 100% below the breakpoint increment to \$3,100

**(b) Faculty and Librarians**

7. July 1, 2015 PTR will be processed and paid out in September of 2015. The breakpoint and increments used for July 1, 2015 PTR will not be increased in accordance with July 1, 2014 %ATB, if any, agreed to or awarded in the Article 6 mediation/arbitration. That is, other than with respect to the Teaching Stream PTR parameters set out in paragraph 6(a) above, implement July 1, 2015 PTR in September of 2015 at 2014 levels.
8. After a July 1, 2014 ATB % increase, if any, is agreed to in mediation or determined at arbitration, provide a flat dollar base increase to the annual salary of faculty and librarians who received July 1, 2015 PTR, equal to the average PTR awarded multiplied by any July 1, 2014 % ATB. This approach means that all eligible faculty and librarians would receive the same flat dollar increase to their July 1, 2015 annual salary.. For example, if the average 2015 PTR awarded was \$2,500 and the July 1, 2014 ATB

was 1%, the flat dollar increase to each individual faculty member's or librarian's annual base salary would be \$25 effective July 1, 2015.

9. The parties acknowledge and agree that PTR is an important component of compensation that is awarded based on individual merit and that the approach set out in paragraph 8 above is totally inconsistent with the fundamental PTR principles related to individual merit. Accordingly the parties acknowledge that the approach set out in paragraph 8 above is being adopted on an exceptional and one-time-only without precedent or prejudice basis to deal with a very modest "retroactivity" issue vis a vis July 1, 2014 ATB %, if any, to be agreed or awarded at a future time in a practical and pragmatic way and to avoid the significant time and resources in the academic units and the library that would be involved in any future individual based "retroactivity" exercise and calculations, and to facilitate an agreement between the University and UTFA to pay July 1, 2015 PTR before the Article 6 process for the period July 1, 2014 onward is settled or arbitrated.

#### **July 1, 2016 PTR**

10. The breakpoints and increments used for any July 1, 2016 PTR exercise in respect of faculty and librarians will be increased in accordance with July 1, 2014 and July 1, 2015 % ATB increases, if any, agreed to or awarded at arbitration.

11. Beginning with the July 1, 2016 PTR exercise, adopt and implement the University administration's structural changes to the 3 PTR pools in a manner consistent with the "Mechanism" on page 1 at Tab 23 of the University's May 22, 2015 Mediation Brief (i.e. "May 5, 2015 Confidential and Without Prejudice re Mediation with Kevin Burkett) modified as follows:

- For each X% of ATB, faculty and librarians with an annual salary below the reference point would receive an X% increase to base salary;
- For each X% of ATB, faculty and librarians with an annual salary above the reference point would receive a flat dollar increase to base salary equal to X% of the reference point value.- The reference point for the July 1, 2016 PTR exercise is \$152,500 increased by the July 1, 2014 and July 1, 2015 negotiated or awarded ATB % increase, if any.
- Residual money will be directed to increase the relevant source PTR pool such that the above and below breakpoint proportions as they existed immediately prior will apply to the residual money. For example if the above and below breakpoint proportion was 40% and 60% and there was \$100,000 of residual money it would be directed \$40,000 above and \$60,000 below in that source PTR pool. This is an annual exercise in additional one-time-only money added to the normal PTR pool.

12. Other than 10 and 11 above normative PTR for the 3 PTR pools.

#### **Other Issues**

13. Arbitrator Kaplan will make no further or other award with respect to PTR in any arbitration award (save for any determination with respect to the outstanding issue of PTR eligibility for members on or returning from LTD)..

14. The University administration confirms that PTR committees may make recommendations to the appropriate unit head with respect to the 5% Merit Pool awards.

15. The parties agree to establish a Joint Working Committee comprised of two representatives from the University administration and two representatives from UTFA to discuss issues related to units with a small number of teaching stream faculty in the context of the teaching stream PTR pools. The Joint Working Committee will report to the parties prior to January 1, 2016 or such later date as is agreed

regarding potential clustering of teaching stream PTR pools. The Joint Working Committee may also consider clustering in the librarian stream where warranted.

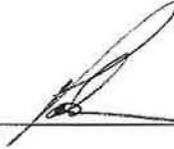
16. All other PTR proposals in the parties May 22, 2015 Mediation Briefs are withdrawn.

17. By the signature of authorized representatives hereunder the University Administration and UTFA confirm agreement with the terms and conditions set out herein



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For the University Administration



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For UTFA



(<http://www.utoronto.ca>)

## 2014-15 PTR Instructions (PDAD&C #8)

From: Sioban Nelson, Vice-Provost, Faculty and Academic Life  
 Date: August 25, 2015  
 Re: 2014-15 PTR Instructions (PDAD&C #8)

The University and UTFA have reached an agreement to implement 2014 – 2015 PTR awards for faculty and librarians in September 2015. All deadlines in these instructions consequently take into account the closing date for the September pay period of September 21, 2015 at 5:00pm.

As you will recall, PDAD&C #81 indicated that salary and benefits negotiations between the University and UTFA were ongoing, that units should initiate the Merit Assessment process as normal, and that the timetable outlined in [Deadlines and Key Activities \(http://aapm.utoronto.ca/academic-salary-administration#\\_Toc288214917\)](http://aapm.utoronto.ca/academic-salary-administration#_Toc288214917) should be adhered to by all divisions. All faculty and librarians normally should have received written notification of their performance assessment and PTR by July 1, 2015. However, given that there was no resolution to the negotiations by that date, you were unable to provide faculty and librarians with any PTR amounts in their assessment letters, or the appropriate histogram.

The University and UTFA have agreed that, in order to proceed with the implementation of PTR now, the 2014 breakpoint and increments will be used for 2014 – 2015 PTR.

In addition, the University and UTFA have also agreed to increase the Teaching-Stream PTR breakpoint and increments effective July 1, 2015 as set out below. For Librarians, salary increases in specific categories have been agreed to as explained below.

**As part of the process for implementing PTR in September, all PTR letters should be sent to faculty and librarians by September 21, 2015 at the latest.**

### 5% Merit Pool

Recommendations with respect to 5% Merit Pool awards in multi-departmental faculties should now be forwarded to the Dean. Deans of single department faculties should forward their recommendations for the Merit Pool by **Wednesday, September 9, 2015** to Jane Harrison, Interim Director of the Office of the Vice-Provost, Faculty and Academic Life ([jane.harrison@utoronto.ca](mailto:jane.harrison@utoronto.ca) (<mailto:jane.harrison@utoronto.ca>)). Instructions on how to nominate the exceptional members of your unit for consideration for awards from the 5% merit pool are provided by the Deans of multi-departmental divisions, by the Provost for single department faculties, and by the Chief Librarian for all librarians.

### PTR for Tenure-Stream and CLTA Faculty:

The July 1, 2015 PTR award for Tenure-Stream and CLTA faculty should be processed and entered into HRIS by **September 21, 2015 at 5:00pm** using the 2014 breakpoint and increments, which are:

Breakpoint: \$151,850

Increments:

Below Breakpoint — \$3,320

Above Breakpoint — \$1,880

### PTR for Teaching-Stream Faculty (Continuing and Term Appointments):

As a result of the agreement with UTFA, the PTR breakpoint and increments for Teaching-Stream faculty have increased. The July 1, 2015 PTR award should be processed and entered into HRIS by **September 21, 2015 at 5:00pm** using the following new breakpoint and increments:

Breakpoint: \$135,400

Increments:

Below Breakpoint — \$2,945

Above Breakpoint — \$1,710

#### **PTR for Librarians:**

The July 1, 2015 PTR award should be processed and entered into HRIS by **September 21, 2015 at 5:00pm** using the 2014 breakpoint and increments, which are:

Breakpoint: \$115,050

Increments:

Below Breakpoint — \$2,595

Above Breakpoint — \$1,280

In addition, any Librarian with an annual salary on July 1, 2014 of \$73,907 or less is entitled to receive a base increase of \$2,900 effective July 1, 2014. Those divisions with librarians that will be impacted will be contacted separately with further instructions.

#### **Pool amounts and full instructions**

The July 1, 2015 PTR pools are now available in the HRIS B6 application. Instructions on the HRIS implementation of these increases will be circulated to your Business Officers. The full instructions regarding HRIS processing are also available [here](#).

(<http://www.hrandequity.utoronto.ca/resources/hrisc/hrpta/HRPITN/mipohrisfas2015.htm>)



([mailto:?Subject=2014-15 PTR Instructions \(PDAD&C #8\)&body=http://memos.provost.utoronto.ca/2014-15-ptr-instructions-pdad-8/](mailto:?Subject=2014-15 PTR Instructions (PDAD&C #8)&body=http://memos.provost.utoronto.ca/2014-15-ptr-instructions-pdad-8/))

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## Salary Ranges

The salary ranges and breakpoints:-

	July 2012		July 2013		June 30, 2014	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
<b>Professorial</b>						
Professor	\$91,300		\$93,400		TBD	
Associate Professor	\$68,000		\$69,600		TBD	
Assistant Professor	\$55,300	\$94,500	\$56,600	\$96,700	TBD	TBD
Assistant Professor Conditional	\$46,500	\$77,000	\$47,600	\$78,800	TBD	TBD
Breakpoint	\$145,350		\$148,450		\$151,850	
Amount in fund per FTE below Breakpoint	\$3,860*		\$3,655*		\$3,320*	
Amount in fund per FTE above Breakpoint	\$2,485*		\$2,245*		\$1,880*	
<b>Teaching Stream</b>						
Lecturer/Senior Lecturer	\$75,100		\$76,800		TBD	
Breakpoint	\$113,850		\$116,250		\$118,950	
Amount in fund per FTE below Breakpoint	\$2,920*		\$2,775*		\$2,550*	
Amount in fund per FTE above Breakpoint	\$1,870*		\$1,705*		\$1,455*	
<b>Librarians</b>						
Librarian I	\$56,800		\$58,100		TBD	
Librarian II	\$59,300		\$60,700		TBD	
Librarian III	\$76,700		\$78,500		TBD	
Librarian IV	\$90,900		\$93,000		TBD	
Breakpoint	\$110,150		\$112,500		\$115,050	
Amount in fund per FTE	\$2,930*		\$2,805*		\$2,595*	

below Breakpoint

Amount in fund per FTE above Breakpoint	\$1,670*	\$1,515*	\$1,280*
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\* this amount excludes the 5% set aside for allocation through the 5% merit pool

Effective September 1, 2012, the overload stipend rate is \$15,900.00.

Effective September 1, 2013, the overload stipend rate is \$16,200.00