

## FitzSimons, Cheryl MTIC:EX

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**From:** Ross Fleming <ross@psea.bc.ca>  
**Sent:** Friday, September 12, 2014 9:41 AM  
**To:** Bhatnagar, Pratibha PSEC:EX  
**Subject:** FW: Approval - NIC request for Non-Management Excluded GWIs  
**Attachments:** Not Responsive

**Importance:** High



**Ross Fleming | Labour Relations Analyst**  
**POST-SECONDARY EMPLOYERS' ASSOCIATION**  
705 - 5945 Kathleen Avenue Burnaby BC V5H 4J7  
T: 604 895 5085 | C: 778 882 6142 [ross@psea.bc.ca](mailto:ross@psea.bc.ca)

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**From:** Bhatnagar, Pratibha PSEC:EX [<mailto:Pratibha.Bhatnagar@gov.bc.ca>]  
**Sent:** September-10-13 3:06 PM  
**To:** Ross Fleming  
**Cc:** Foweraker, Jonathan PSEC:EX; Smith, Rhonda M PSEC:EX; Zacharuk, Christina PSEC:EX; Bhatnagar, Pratibha PSEC:EX  
**Subject:** Approval - NIC request for Non-Management Excluded GWIs  
**Importance:** High

Hi Ross,

Please consider this e-mail as approval to provide GWIs to NIC's Non-Management excluded employees as per the attached list.

Not Responsive

Thanks.....Pratibha.

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**From:** Ross Fleming [<mailto:ross@psea.bc.ca>]  
**Sent:** Tuesday, September 3, 2013 10:03 AM  
**To:** Bhatnagar, Pratibha PSEC:EX  
**Cc:** Smith, Rhonda M PSEC:EX; Howatson, Evan PSEC:EX  
**Subject:** NIC request for Non-Management Excluded GWIs  
**Importance:** High

Hi Pratibha,

NIC has ratified all of their collective agreements and would now like to award GWIs to their non-management excluded employees. They wish to follow the same schedule as their faculty which is as follows:

- January 1, 2013 – 1%
- April 1, 2013 – 1%
- September 1, 2013 – 1%
- January 1, 2014 – 1%

The costing template includes a tab listing the positions, but I'll post them below for easy reference:

- Admin Assistant to Director Human Resources
- Admin Assistant to Exec Director International Ed
- Budget Analyst
- Executive Assistant to the Board of Governors
- Executive Assistant to the President
- Executive Assistant to Vice-President, Education
- Executive Assistant to VP, Student & Educational Services
- Human Resources Advisor, HRM & HRIS
- Human Resources Advisor, Recruitment, Benefits & Pensions

I have assurances that these are all considered to be union-equivalent positions from NIC's HR director.

Please review the attached costing and let me know if there's any more information that you need.

Cheers,

Ross



**Ross Fleming** | Labour Relations Analyst  
705 - 5945 Kathleen Avenue Burnaby BC V5H 4J7  
T: 604 895 5085 | C: 778 882 6142 | F: 604 895 5069  
[ross@psea.bc.ca](mailto:ross@psea.bc.ca) <http://www.psea.bc.ca>

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## FitzSimons, Cheryl MTIC:EX

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**From:** Ross Fleming <ross@psea.bc.ca>  
**Sent:** Friday, September 12, 2014 9:42 AM  
**To:** Bhatnagar, Pratibha PSEC:EX  
**Subject:** FW: non-managerial exempt salary costs

**Importance:** High



**Ross Fleming** | Labour Relations Analyst  
**POST-SECONDARY EMPLOYERS' ASSOCIATION**  
705 - 5945 Kathleen Avenue Burnaby BC V5H 4J7  
T: 604 895 5085 | C: 778 882 6142 [ross@psea.bc.ca](mailto:ross@psea.bc.ca)

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**From:** Ross Fleming  
**Sent:** September-10-13 3:27 PM  
**To:** Ken Crewe  
**Cc:** Anita Bleick  
**Subject:** RE: non-managerial exempt salary costs  
**Importance:** High

Hi Ken,

I'm happy to report that PSEC has approved your request to award general wage increases to your non-managerial support staff. As per your request, the following schedule was proposed:

- January 1, 2013 – 1%
- April 1, 2013 – 1%
- September 1, 2013 – 1%
- January 1, 2014 – 1%

For the following positions:

- Admin Assistant to Director Human Resources
- Admin Assistant to Exec Director International Ed
- Budget Analyst
- Executive Assistant to the Board of Governors
- Executive Assistant to the President
- Executive Assistant to Vice-President, Education
- Executive Assistant to VP, Student & Educational Services
- Human Resources Advisor, HRM & HRIS
- Human Resources Advisor, Recruitment, Benefits & Pensions

Please note that you can't deviate from either the above schedule or apply the GWIs to any other positions at this time. Please contact me if you have any questions or concerns.

Thanks so much for your patience on this matter.

Cheers,

Ross



**Ross Fleming** | Labour Relations Analyst  
705 - 5945 Kathleen Avenue Burnaby BC V5H 4J7  
T: 604 895 5085 | C: 778 882 6142 | F: 604 895 5069  
[ross@psea.bc.ca](mailto:ross@psea.bc.ca) <http://www.psea.bc.ca>

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**From:** Ken Crewe [<mailto:Ken.Crewe@nic.bc.ca>]  
**Sent:** August-21-13 11:17 AM  
**To:** Ross Fleming  
**Subject:** FW: non-managerial exempt salary costs

Ross,

Please find attached costing for the non-managerial exempt wage adjustments proposed for 9 positions at NIC. This estimate is based on utilizing the GWI's provided for in the faculty agreements. As not all employees are at top of scale in their respective wage grids, the estimate takes into account their prescribed increment dates (i.e. wage progression through pay grid not included as part of the GWI calculations). Please let me know if you have any questions.

Do we have any indications yet of whether or not the wage freeze is going to be lifted in September?

Ken

Ken Crewe  
Director, Human Resources & Organizational Development  
North Island College

2300 Ryan Road  
Courtenay, BC V9N 8N6

T: (250) 334-5262  
F: (250) 334-5288  
[www.nic.bc.ca](http://www.nic.bc.ca)

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**From:** Deena Patterson  
**Sent:** Friday, August 16, 2013 3:45 PM  
**To:** Ken Crewe  
**Subject:** non-managerial exempt salary costs

Hi Ken,

Below please find the non-managerial exempt salary costs. I have based this on the Jan 1/13, Apr 1/13, Sep 1/13 and Jan 1/14 increment dates. I have taken into account the increment dates and have included an 8% cost for pensions and insurance costs. Depending on when this is implemented the costs would be slightly higher as benefits like STD/LTD would apply to future pay's (not to retro costs).

Please let me know if you have any questions.

Deena

Title	Name	Percent	Increment date	Step Jan 1/13	Additional salary Jan 1 - Mar 31	Additional salary with pension/ins Jan 1 - Mar 31	Step Apr 1/13	Additional salary Apr 1 - Mar 31
Executive Assistant to the President					\$ 162	\$ 175		\$
Budget Analyst NR					\$ 129	\$ 139		\$
Human Resources Advisor, Recruitment, Benefits & Pensions NR					\$ 129	\$ 139		\$
Executive Assistant to VP, Student & Educational Services					\$ 146	\$ 158		\$
Executive Assistant to Vice-President, Education	s22		Not Responsive		\$ 134	\$ 145	NR	\$
Human Resources Advisor, HRM & HRIS					\$ 146	\$ 158		\$
Executive Assistant to the Board of Governors NR					\$ 77	\$ 83		\$
Admin Assistant to Exec Director International Ed NR					\$ 47	\$ 51		\$
Admin Assistant to Director Human Resources NR					\$ 66	\$ 71		\$
						\$ 1,119		

Pension/Insurance costs have been estimated at 8%

Thank you,

Deena

Deena Patterson  
Human Resources Advisor, HRM & HRIS  
North Island College  
2300 Ryan Rd  
Courtenay, B.C., V9N 7W6  
[deena.patterson@nic.bc.ca](mailto:deena.patterson@nic.bc.ca)  
Phone 250-334-5000 ext 4224  
Fax 250-334-5288

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Title	Name	Percent	Increment date	Step Jan 1/13	Additional salary Jan 1 - Mar 31	Additional salary with pension/ins Jan 1 - Mar 31	Step Apr 1/13	Additional salary Apr 1 - Aug 30	Additional salary with pension/ins Apr 1 - Aug 30	Step Sept 1/13	Additional salary Sep 1 - Dec 31	Additional salary with pensions/ins Sep 1 - Dec 31	Step Jan 1/14	Additional salary annually 2014	Additional salary with pensions/ins annually 2014
Executive Assistant to the President	s22	Not Responsive			\$ 162	\$ 175		\$ 539	\$ 582		\$ 647	\$ 699		\$ 2,587	\$ 2,793.96
Budget Analyst <u>NR</u>					\$ 129	\$ 139		\$ 431	\$ 465		\$ 517	\$ 558		\$ 2,069	\$ 2,234.52
Human Resources Advisor, Recruitment, Benefits & Pensions <u>NR</u>					\$ 129	\$ 139		\$ 431	\$ 465		\$ 517	\$ 558		\$ 2,069	\$ 2,234.52
Executive Assistant to VP, Student & Educational Services					\$ 146	\$ 158		\$ 485	\$ 524		\$ 606	\$ 654		\$ 2,422	\$ 2,615.76
Executive Assistant to Vice-President, Education					\$ 134	\$ 145	<u>NR</u>	\$ 517	\$ 558	<u>NR</u>	\$ 557	\$ 602	<u>NR</u>	\$ 2,227	\$ 2,405.16
Human Resources Advisor, HRM & HRIS					\$ 146	\$ 158		\$ 485	\$ 524		\$ 608	\$ 657		\$ 2,422	\$ 2,615.76
Executive Assistant to the Board of Governors <u>NR</u>					\$ 77	\$ 83		\$ 266	\$ 287		\$ 321	\$ 347		\$ 1,285	\$ 1,387.80
Admin Assistant to Exec Director International Ed <u>NR</u>					\$ 47	\$ 51		\$ 161	\$ 174		\$ 194	\$ 210		\$ 777	\$ 839.16
Admin Assistant to Director Human Resources <u>NR</u>					\$ 66	\$ 71		\$ 220	\$ 238		\$ 264	\$ 285		\$ 1,094	\$ 1,181.52
						\$ 1,119			\$ 3,817			\$ 4,570			\$ 18,308.16