

Administration of Recruitment and Retention Adjustments

As per Section 2 of PEA MOA #11, recruitment and retention adjustments (RRA) are not considered as base pay, but are pensionable. Base (or basic) pay rates are found in the PEA Collective Agreement, Addendum A – Subsidiary Agreement.

SUBJECT	GUIDELINES
Benefit Calculations	<p>RRAs are not included in the calculations of:</p> <ul style="list-style-type: none"> • 6% Vacation Pay • Group Life Coverage • LTD Benefits • Maternity and Parental Leave Allowances • Retirement Allowances (including pre-retirement leave/vacation taken as part of pre-retirement leave) • Severance Pay • STIIP Benefits • Weekly Indemnity
Salary Calculations	<p>RRAs are not included in the calculation of:</p> <ul style="list-style-type: none"> • Demotions • Overtime • Promotions • Reclassifications • Substitutions or Temporary Appointments • Salary Protection (i.e., RRAs are not salary protected) <p><u>Example:</u> the calculation for substitution pay is: Base Pay x 8% NOT (Base Pay + RRA) x 8%</p>
Payout of Leave Banks	<p>RRAs are not included in the calculation of leave bank payouts such as:</p> <ul style="list-style-type: none"> • Vacation Leave Banks • Overtime Banks
Leave of Absence With Pay	<p>RRAs are paid when an employee is on an approved leave of absence with pay</p>
Offer Letters	<p>Offer letters should show the appointment salary as the base pay with the RRA shown separately.</p> <p><u>Example:</u> “Your bi-weekly starting salary will be \$(base pay) plus a bi-weekly recruitment and retention adjustment of \$(bi-weekly amount).”</p>
OSS (Overtime, Shift Work and Standby)	<p>RRA's are not included in the calculation of OSS</p>
Part-time Employees	<p>The RRA is based on all straight time hours worked. The RRA is adjusted for part-time employees when calculating statutory holiday adjustments</p>
Return to Work/Rehab Trials (e.g., STIIP, WCB, LTD, Supernumerary)	<p>The RRA is paid during return to work/rehab trials for all hours the employee is actually at work. During the trial the employee must be working in a position that is eligible for a RRA. Employees who are classified in positions that are eligible for a RRA but are working in trial positions which do not have a RRA will not receive the RRA (e.g., LSO DPE working in a non-DPE LSO position).</p>
Salary Protection	<p>The RRA is reduced by the amount of PEA Article 32.12 salary protection an employee is receiving.</p> <p><u>Example:</u> Bi-weekly Pay = Base Pay + SPP + (RRA – SPP)</p>
Time Off for Union Business	<p>The RRA is paid when an employee is on an approved leave (with or without pay) for Union business.</p>