

## Administration of BCGEU Temporary Market Adjustments

As per MOU #22, Re: Temporary Market Adjustments, the temporary market adjustment (TMA) is not considered base pay, but is pensionable and effective April 1, 2015, the TMA will be included in all calculations involving base pay. **Base Pay** is the rate negotiated by the parties (see Appendix 3 of the Master Agreement) including adds-to-pay from salary protection.

SUBJECT	GUIDELINES
<b>Benefit Calculations</b>	<p>TMA's are included in the calculations of:</p> <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%;">• 6% Vacation Pay</li> <li style="display: inline-block; width: 45%;">• Group Life Coverage</li> <li style="display: inline-block; width: 45%;">• LTD Benefits</li> <li style="display: inline-block; width: 45%;">• Maternity/Parental Leave Allowances</li> <li style="display: inline-block; width: 45%;">• Overtime</li> <li style="display: inline-block; width: 45%;">• Pensionable Earnings</li> <li style="display: inline-block; width: 45%;">• Retirement Allowance - Cash</li> <li style="display: inline-block; width: 45%;">• Severance Pay</li> <li style="display: inline-block; width: 45%;">• Retirement Allowance – Time Off</li> <li style="display: inline-block; width: 45%;">• WorkSafe BC Benefits</li> <li style="display: inline-block; width: 45%;">• STIIP Benefits</li> <li style="display: inline-block; width: 45%;">• Standby</li> <li style="display: inline-block; width: 45%;">• Weekly Indemnity</li> </ul>
<b>Salary Calculations</b>	<p>The TMA is included with Base Pay for the following BCGEU salary calculations:</p> <ul style="list-style-type: none"> <li>• Promotions = (Base Pay +TMA) x 8% to closest step</li> <li>• Reclassifications = (Base Pay + TMA ) x 8% to closest step</li> <li>• Substitutions/Temporary Appointments = (Base Pay + TMA) x 8% to closest step</li> <li>• Voluntary Demotion = (Base Pay + TMA) – 8% to closest step</li> </ul> <p>-----</p> <p>The TMA is <b>not included</b> when determining salary in the following situations:</p> <ul style="list-style-type: none"> <li>• Salary protection (SPP) due to downward reclassification/workforce adjustment: New Salary = New Base Pay + SPP (SPP =Old Base Pay – New Base Pay)*</li> <li>• Lateral Transfer: The new salary will be the same as the base pay of the old position. <b>Example:</b> Current Salary = Range 21 + TMA Salary on Lateral Transfer = Range 21*</li> </ul> <p>* If the employee is moving to a position that has a TMA, the new TMA amount will be included with their new base pay to form their new salary.</p>
<b>Payout of Leave Banks</b>	<p>TMA's are included in the calculation of leave bank payouts such as:</p> <ul style="list-style-type: none"> <li>• Vacation Leave Banks, Overtime Banks</li> </ul>
<b>Leave of Absence With Pay</b>	<p>TMA's are paid when an employee is on an approved leave of absence with pay</p>
<b>Offer Letters</b>	<p>Offer letters should show the appointment salary as the base pay for the classification with the TMA shown separately.</p> <p><b>Example:</b> “Your bi-weekly starting salary will be \$(base pay for the classification) plus a bi-weekly temporary market adjustment of \$(bi-weekly amount).”</p>
<b>Part-time Employees</b>	<p>The TMA is based on all hours worked. The TMA is adjusted for part-time employees when calculating statutory holiday adjustments</p>
<b>Return to Work/Rehab Trials (e.g., STIIP, WCB, LTD, Supernumerary)</b>	<p>The TMA 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 TMA. Employees who are classified in positions that are eligible for a TMA but are working in trial positions which do not have a TMA will not receive the TMA (e.g., Correctional Officer is placed in an Administrative Officer position).</p>
<b>Salary Protection (SPP)</b>	<p>The TMA is reduced by the amount of BCGEU Article 27.7 salary protection (SPP) an employee is receiving.</p> <p><b>Example:</b> Salary = Base Pay + SPP + (TMA – SPP) Salary = \$1875.96 + \$169.81 + (\$54.87 – \$169.81 = 0)</p> <p>In the example above, the employee would not receive a TMA since the TMA is less than the SPP</p>
<b>Time Off for Union Business</b>	<p>The TMA is paid when an employee is on an approved leave for Union business (and the Employer is reimbursed by the Union).</p>