



Human  
Resources

Archived Policies

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Alternate Format(s)

Instructions  
RTF (322 Kb)

Printable Version

## Executive Group and Certain Excluded or Unrepresented Groups and Levels - Compensation Improvements - Effective April 1, 2004

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### A. Purpose

#### 1. Salary Range Increases, Groups and Levels Affected

This document provides instructions for the determination of individual salaries within the new salary ranges approved by Treasury Board effective April 1, 2004 for members of the EX Group as well as the following groups and levels:

LA3A, LA3B and LA3C  
DS7A, DS7B and DS8  
PM-MCO Salary Sector 4

#### 2. Vacation Leave Accumulation

This document also serves notice that, effective April 1, 2004, new provisions concerning vacation leave accumulation have been introduced in the *Terms and Conditions of Employment for Executives Policy*.

The new provisions permit executives, (appointed to the Executive Group from another group in Part I service, on or after April 1, 2004), to accumulate vacation leave at the rate of accumulation on the day prior to appointment, whenever this accumulation rate is greater than that which would apply to the executive under the *Terms and Conditions of Employment for Executives Policy*, until such time as this rate of accumulation is overtaken by the vacation accumulation provisions of the Executive Group.

The new vacation accumulation provisions also become effective and applicable April 1, 2004, to the groups and levels that follow the *Terms and Conditions of Employment for Executives Policy*.

A copy of Articles 4.1.1 to 4.1.3 of the *Terms and Conditions of Employment for Executives*, which have been re-worded to bring greater clarity around the Vacation Leave provisions and incorporate the new provisions, is attached as Annex E.

### B. Instructions for Implementation of Salary Increases for the EX Group

#### 1. General

Effective April 1, 2004, salary ranges for the Executive Group are increased by **two point five percent (2.5%)**. Annex A shows the new salary ranges for the Group.

For purposes of implementing these Compensation Improvements, departments should follow the instructions below as well as the *Salary Administration Policy for the Executive Group*, which is available via the Treasury Board Web site.

#### 2. Salary Affected



The increase is to be applied to the individual's base salary that was in effect on April 1, 2004, after any changes that resulted from the application of the Performance Management Program for the 2003-04 fiscal year.

### **3. Salary Treatment - General**

Provided that performance of Ongoing Commitments for 2003-04 was assessed as either "Met Most", "Met All", "Surpassed" or "Unable to Assess", executive salaries should maintain their positioning relative to the job rate within the new salary ranges. With this approach, the salary of an individual whose performance has been given one of these ratings will be increased by adding to it the full two point five percent (2.5%) increase approved for the Executive Group.

However, employees who have a "Met Most" or better rating for Ongoing Commitments shall receive at least the new minimum of the new salary range. For example, an EX03 at \$108,900 will move to the new minimum of \$111,700 although the actual calculation results in an annual salary of \$111,600.

In addition, those salaries that were at the former job rate (maximum) will move to the new job rate: e.g. an EX05 salary of \$165,000 will move to the new job rate of \$169,200 although the actual calculation results in an annual salary of \$169,100.

For the purposes of retroactive remuneration calculations, these instructions are effective December 13, 2004.

### **4. Salary Treatment - Specific Circumstances**

For executives in a variety of specific circumstances, salary treatments are provided in Sections 3 and 4 of Appendix A, *Salary Administration Plan*, of the *Salary Administration Policy for the Executive Group*. This publication is also available via the Treasury Board Web site at the address noted above, using the same path previously outlined.

### **5. Rounding of Salary Calculations**

In the interests of ensuring consistency across the Public Service, departments should round all salary calculations to the *nearest multiple of \$100*.

### **C. Compensation for Certain Other Excluded Groups and Levels**

Rates of pay for other groups and levels that are affected are attached as Annexes B through D. Departments should use these revised rates of pay to adjust the salary rates of their relevant populations effective April 1, 2004.

### **D. Reporting to the Public Service Human Resources Management Agency of Canada**

No report to the Public Service Human Resources Management Agency of Canada or Treasury Board is required.

### **E. Contacts**

Questions related to the application of these compensation changes should be referred to the Executive Management Policies Directorate, The Leadership Network, Public Service Human Resources Management Agency of Canada:

Kritschj.Ken@hrma\_agrh.gc.ca or (613) 943-9301



Hulse.Lesley@hrma-agrh.gc.ca or (613) 943-5519

guest.Carolyn@hrma-agrh.gc.ca or (613) 995-3146

## Annex A

Salary Ranges  
April 1, 2004  
Executive Group

Level		Range Minimum	Job Rate
EX01	From:	\$86,800	\$102,200
	To:	\$89,000	\$104,800
EX02	From:	\$97,300	\$114,500
	To:	\$99,700	\$117,400
EX03	From:	\$108,900	\$128,200
	To:	\$111,700	\$131,500
EX04	From:	\$125,200	\$147,300
	To:	\$128,300	\$151,000
EX05	From:	\$140,200	\$165,000
	To:	\$143,800	\$169,200

## Annex B

Salary Ranges  
April 1, 2004  
LA - Law Group

I - All Regions Except Toronto

Level		Range Minimum	Job Rate
LA - 3A	From:	\$101,700	\$129,000
	To:	\$104,200	\$132,300
LA - 3B	From:	\$117,900	\$144,100
	To:	\$120,800	\$147,800
LA - 3C	From:	\$134,300	\$163,700
	To:	\$137,600	\$167,800

II - Toronto

Level		Range Minimum	Job Rate
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LA - 3A	From:	\$107,700	\$140,200
	To:	\$110,300	\$143,800
LA - 3B	From:	\$117,900	\$144,100
	To:	\$120,800	\$147,800

## Annex C

Salary Ranges  
April 1, 2004  
DS - Defence Scientific Research Group

Level		Range Minimum	Job Rate
DS - 7A	From:	\$97,300	\$114,500
	To:	\$99,700	\$117,400
DS - 7B	From:	\$108,900	\$128,200
	To:	\$111,700	\$131,500
DS - 8	From:	\$140,200	\$165,000
	To:	\$143,800	\$169,200

## Annex D

Salary Ranges  
April 1, 2004  
PM - Mediation Conciliation Officers sub-Group

Level		Range Minimum	Job Rate
Mediation Conciliation Officers Sector 4	From:	\$86,800	\$102,200
	To:	\$89,000	\$104,800

## Annex E

### 4. Leave

#### 4.1 Vacation leave

##### 4.1.1 General

Vacation leave will be taken at such time as the deputy head specifies. Deputies should encourage executives to take all of their vacation leave in the fiscal year in which it is earned.

##### 4.1.2 Entitlement

For each calendar month in which an executive has earned at least ten (10) days' pay, the executive shall earn vacation leave entitlements (credits) at the rate of:



- one and two-thirds (1 2/3) days per month for executives who do not qualify to earn two and one-twelfth (2 1/12) days per month; however, effective April 1, 2004, employees who are appointed to the Executive Group from another group in Part I service, on or after April 1, 2004, and previously earned vacation leave entitlements greater than one and two-thirds (1 2/3) days per month will continue to earn vacation entitlements at the rate of entitlement on the day prior to appointment, until the requirement for two and one-twelfth (2 1/12) days per month is attained;
- two and one-twelfth (2 1/12) days per month beginning the first month following the earliest attainment of:
  - 10 years' Service in the Executive Group or equivalent as defined in appendix C, effective April 1, 1989;
  - 15 years' Service of which five or more are Executive Group service or equivalent as defined in appendix C, effective April 1, 1990;
  - 20 years' Service; or
  - was already entitled to this level of benefit as an employee of another group in Part I service prior to being appointed to the Executive Group.

However, effective April 1, 2004, employees who are appointed to the Executive group from another group in Part I service, on or after April 1, 2004, and previously earned vacation leave entitlements greater than two and one-twelfth (2 1/12) days per month will continue to earn vacation entitlements at the rate of entitlement on the day prior to appointment, until the requirement for two and one half (2 1/2) days per month is attained:

- two and one half (2 1/2) days per month beginning the first month following the attainment of 28 years' Service.

**4.1.3 Accumulation and Liquidation of Vacation Leave**

**(a) Definition of accumulation**

Accumulated vacation leave is the total number of earned but unused vacation leave credits. It does not include furlough leave.

**(b) Maximum accumulation**

The maximum accumulation of vacation leave credits is the greater of the executive's:

- current annual entitlement;
- or
- accumulated but unused vacation leave credits that the employee had on April 1, 1986, if the employee was classified in the Management Category (DM, EX, SM, or GX) or certain other excluded and unrepresented upper levels on this date;
- or
- accumulated but unused vacation leave credits that the employee had on the date of appointment to the Management Category or Executive Group if after April 1, 1986.

With the approval of the immediate supervisor, the executive may carry over up to one year's entitlement of earned but unused vacation leave credits beyond the individual's permitted maximum accumulation. Any vacation leave carried over under this exception must be used within the immediate fiscal year or be subject to mandatory cash-out at the end of the year.

**(c) Liquidation**



Maximum accumulations exceeding one year's entitlement are reduced (irrevocably) by:

- the deputy head scheduling leave;
- use; and/or,
- cash-out.

**Mandatory cash-out:** On March 31st of each year, any earned but unused leave entitlement greater than the maximum accumulation will automatically be paid in cash, unless a request for carry over has been made and approved in accordance with subsection 4.1.3(b). Any leave entitlement that had been carried over pursuant to subsection 4.1.3(b) but remains unused will be cashed out.

Earned but unused vacation leave credits are also automatically paid in cash on termination of employment in Part I service, except as provided under the portability provisions in subsection 4.1.4.

**Voluntary cash-out:** Executives may cash-out at any time, subject to deputy head approval, any or all of their accumulated vacation leave credits.

Both mandatory and voluntary cash-out are based on current base salary (does not include performance awards and allowances). For mandatory cash-out the executive's current base salary is what the executive was earning on March 31 of the year in which the leave is being cashed out. For voluntary cash-out the current base salary is what the executive was earning on the date of the request for voluntary cash out was made.

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Compensation Improvement Instructions - Excluded Law Group (LA-3A, LA-3B and LA-3C), April 1, 2000

## Compensation Improvement Instructions - Excluded Law Group (LA-3A, LA-3B and LA-3C), April 1, 2000

DATE: February 15, 2001

TO: Heads of Human Resources

**SUBJECT: Compensation Improvement Instructions - Excluded Law Group (LA-3A, LA-3B and LA-3C), April 1, 2000**

Attached are detailed instructions for the administration of the Treasury Board approved salary increases for the Excluded Law Group (LA-3A, LA-3B and LA-3C), effective April 1, 2000.

The attached document also presents instructions related to the introduction of a provision, which permits the Excluded Law Group (LA-3A, LA-3B and LA-3C) to earn six (6) weeks vacation leave after twenty-eight (28) years of service. This new entitlement is also effective April 1, 2000, and its introduction will necessitate the recalculation of vacation entitlements for those excluded employees who are affected.

Departments should apply the attached instructions to their Excluded Law Group (LA-3A, LA-3B and LA-3C) population as soon as possible. Departments are not to apply the attached instructions to any of their Excluded Law Group population for whom Toronto rates of pay apply. Instructions for the Toronto based LA-3A, LA-3B and LA-3C's will be forthcoming. Please note that no departmental reporting of the increases will be required.

The costs which Departments will absorb from within their own reference levels are those associated with the additional vacation leave. Otherwise, the reference levels of the relevant departments and organizations will be increased by the appropriate amounts.

If you require further information or clarification on these instructions please contact the Executive and Excluded Groups, Treasury Board Secretariat at (613) 952-3278, (613) 952-9067, or (613) 952-2972.



## **ARTICLE 17**

### **VACATION LEAVE WITH PAY**

**17.01** The vacation year shall be from April 1<sup>st</sup> to March 31<sup>st</sup>, inclusive.

#### **17.02 Accumulation of Vacation Leave Credits**

An employee who has earned at least ten (10) days' pay for each calendar month of a fiscal year shall earn vacation leave credits at the following rates:

(a) nine decimal three seven five (9.375) hours at the employee's straight-time hourly rate until the month in which the employee's fifth (5<sup>th</sup>) anniversary of service occurs;

(b) twelve decimal five (12.50) hours at the employee's straight-time hourly rate commencing with the month in which the employee's fifth (5<sup>th</sup>) anniversary of service occurs;

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(c) thirteen decimal seven five (13.75) hours at the employee's straight-time hourly rate commencing with the month in which the employee's fifteenth (15<sup>th</sup>) anniversary of service occurs;

(d) fourteen decimal three seven five (14.375) hours at the employee's straight-time hourly rate commencing with the month in which the anniversary of the employee's seventeenth (17<sup>th</sup>) year of service occurs;

(e) fifteen decimal six two five (15.625) hours at the employee's straight-time hourly rate commencing with the month in which the anniversary of the employee's eighteenth (18<sup>th</sup>) year of service occurs;

\*\*

(f) sixteen decimal eight seven five (16.875) hours at the employee's straight-time hourly rate commencing with the month in which the employee's twenty-fifth (25<sup>th</sup>) anniversary of service occurs;

(g) eighteen decimal seven five (18.75) hours at the employee's straight-time hourly rate commencing with the month in which the anniversary of the employee's twenty-eighth (28<sup>th</sup>) anniversary of service occurs

**17.03** For the purpose of clause 17.02 only, "service" means all periods of employment in the Public Service, whether continuous or discontinuous, except where a person who on leaving the Public Service, takes or has taken severance pay, retiring leave or a cash gratuity in lieu thereof. However, the above exception shall not apply to an employee who receives severance pay on lay-off and is reappointed to the Public Service within one year following the date of lay-off.

