



July 6, 2017

Dear Sisters and Brothers,

It has recently come to the Public Service Alliance of Canada's attention that SSO's pay equity settlement calculations fail to include paid leaves, overtime rates, full compensation for designated paid holidays and other forms of compensation. Rest assured the PSAC will be challenging SSO's application of the Memorandum of Agreement, as we do not believe it is in keeping with the pay equity agreement reached between the PSAC and SSO.

We recommend that members and former members affected file an appeal as soon as possible in order to adhere to the 120-day timeline specified in the settlement. PSAC's legal counsel has recommended using the following template language for appeals:

"I believe there has been an error in the calculation of my payment pursuant to the settlement agreement between PSAC and SSO. In particular, the calculation fails to include paid leave, overtime rates, full compensation for designated paid holidays, and other forms of compensation during the relevant period of time."

The PSAC recommends that members and former members affected adhere to the timelines and process specified in the appeals process outlined below.

Individuals who believe there is an error in service calculation, eligibility, or the resulting payment amount shall be able to participate in a three step review process:

Step 1: *The individual must submit an explanation, in writing, to SSO copied to PSAC, of the alleged discrepancy with supporting documentation, if available, within one hundred and twenty (120) calendar days of the receipt of payment.*

SSO will then have forty-five (45) calendar days to communicate its decision to the individual (with a copy to PSAC)

Step 2: *If the individual is not satisfied with SSO's decision, the individual will have fifteen (15) calendar days from the date of receipt of SSO's decision to request a review by a joint PSAC/SSO committee.*

Step 3: *If the joint committee cannot reach consensus, PSAC will have thirty (30) calendar days from the date of the final committee meeting to notify the individual and SSO of its intent to proceed in front of an independent third party.*

Please pass this message along to members and former members who could be affected.

In Solidarity,

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