

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE TREASURY BOARD OF CANADA SECRETARIAT**  
**AND**  
**THE PUBLIC SERVICE ALLIANCE OF CANADA**  
**IN RESPECT OF THE PROGRAM AND ADMINISTRATIVE SERVICES**  
**GROUP –INCENTIVES FOR THE RECRUITMENT AND RETENTION**  
**OF COMPENSATION ADVISORS**

A memorandum of understanding (MOU) in respect of incentives for the recruitment and retention of Compensation Advisors was originally reached between the Treasury Board Secretariat and the Public Service Alliance of Canada on August 25, 2017. It was subsequently amended and extended on June 1, 2018, for an additional year. Pursuant to the MOU, Compensation Advisors eligible for the Compensation Advisors Retention Allowance under Appendix J of the Program and Administrative Services collective agreement were eligible to receive temporary incentive payments until June 1, 2019.

The purpose of this MOU is to extend the provisions of the MOU signed on June 1, 2018, to September 1, 2020, due to the ongoing challenges with the recruitment and retention of Compensation Advisors at the AS-01, AS-02 and AS-03 group and levels working at the Public Service Pay Centre (including satellite offices) and within departments.

With respect to eligibility, any changes made to Appendix J of the Program and Administrative Services collective agreement after June 20, 2018 are not replicated in this MOU.

The Employer will continue to provide incentives to new recruits, retirees and incumbents of Compensation Advisor positions for the performance of Compensation and Benefit duties in the Program and Administrative Services (PA) Group. The Employer will provide the incentive payment to employees only once during the employee's entire period of employment in the federal public administration.

The Employer recognizes the importance of this MOU and the need to encourage Separate Agencies to consider initiatives for Compensation Advisors in their organizations that take into account their specific circumstances. The Employer will accordingly provide such encouragement to separate agencies and will provide the union with confirmation of the same.

### **Incentives**

Effective June 2, 2019 and ending September 1, 2020, Compensation Advisors eligible for the Compensation Advisors Retention Allowance, found in Appendix J of the Program and Administrative Services collective agreement concluded for the 2014 round of bargaining (hereafter referred to as “employees”), shall be eligible to receive the following incentive payments:

#### **1. One-time Incentive Payment**

The Employer will provide an incentive payment to employees of \$4,000, only once during the employee’s entire period of employment in the federal public service. Employees who are acting in an AS-04 Compensation position will continue to be eligible for the \$4,000 payment, provided they are eligible for the Compensation Advisor Retention Allowance in their substantive position.

**Current Employees** as of August 25, 2017 (i.e., considered ‘current Employees’ under the August 25, 2017 MOU) who received a portion of the two \$2,000 lump sum payments will be eligible to receive any remaining amount up to the \$4,000 limit, providing they are employed for twelve months either continuously or discontinuously since on August 25, 2017.

**New Recruits** hired on or after June 1, 2019 and prior to September 1, 2020, will receive the incentive payment after completing a one-year period of continuous employment.

**Retirees** who come back to work as Compensation Advisors on or after June 1, 2019 and prior to September 1, 2020, will earn the incentive payment through pro-rated payments over a six-month contiguous or non-

contiguous period of employment, starting upon commencement of employment. The full amount of the incentive payment will be pro-rated to the period worked up to a maximum period of six months, and paid in increments on a bi-weekly basis. The qualifying period to receive the award is shorter than the qualifying period for new recruits in recognition of the experience a retiree will contribute to the operations immediately upon hiring.

**Part-time employees.** Part-time employees who received a pro-rated amount of the \$4,000 incentive payment under the previous MOU, will be eligible to receive up to the difference between what they received under the previous MOU and \$4,000. This amount will be paid on a pro-rata basis up to the \$4,000 threshold, based on actual hours worked.

**Employees departing on maternity/parental leave** who qualify for the incentive shall be eligible for a prorated amount based on the portion of a year worked on or after Aug 24, 2017 and prior to September 1, 2020, upon their departure, less any amounts already received. Employees will remain eligible for the remaining balance of the \$4,000 incentive upon their return to work, to be paid on completion of 12 month's work. The incentive amount is not subject to the 38.02 a) iii) c) and 40.02 a) iii) c) repayment undertaking, and shall not be counted as income for the purposes of the maternity/parental leave top-up.

For greater clarity, nothing in this MOU shall suggest that employees can receive incentive payments that cumulatively exceeds \$4,000, as a result of eligibility under this or a previous MOU.

## **2. Overtime**

Overtime shall be compensated at double (2) time for overtime worked during the period between June 2, 2019 and September 1, 2020.

## **Conclusion**

The Employer shall make all reasonable efforts to process incentive payments for retirees that are provided under this extension, as well as new overtime payments provided under this extension, within 150 days following the signature of this agreement.

**Program and Administrative Services (PA) Group**

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The parties agree that the terms of this MOU will continue to not be affected by any notice to bargain served under section 106 of the *Federal Public Sector Labour Relations Act*. As such, the terms and conditions set out in this MOU will cease on the dates indicated in the MOU and will not be continued in force by the operation of s. 107.

The parties recognize that an extension of clauses 1 and 2 is made without prejudice or precedent and will in no way bind the parties to any particular position that they may wish to take on overtime during any round of collective bargaining.

Signed at Ottawa, this 23th day of the month of October 2020.

THE TREASURY BOARD  
OF  
CANADA

THE PUBLIC SERVICE  
ALLIANCE OF  
CANADA



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Sandra Hassan



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Chris Aylward