

**Labour Market Adjustment Submission**

**(Item #18 of Framework Letter of Understanding)**

*Please read with SSEAC Bulletin No.2 dated December 13, 2006*

*Purpose: To access funding to address recruitment and retention pressures (requires PSEC approval).*

School District

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Employer Contact Name

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Union Contact Name

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**Please Note:**

- The funding and the approval of the adjustments are for the life of the agreement only. All approved wage adjustments are temporary and subject to review/negotiation at the end of the agreement.
- Total funding will be limited to the amounts outlined in Item 18.
- Labour market requests shall be made for each position separately (i.e., one for educational assistants and a separate one for bus drivers)
- Please ensure costing calculations reflect required costs or actual savings.
- Decisions of the SSEAC are subject to formal approval from PSEC.

## Labour Market Adjustment Submission (Item #18 of Framework Letter of Understanding)

### Position

*(for which you are seeking LMA)*

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### Current Wage Rate

*(please note any additional allowances which most employees in this position would receive)*

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### Total Annual Paid Hours (for all employees in the position for which the request is being made)

*(Total hours includes vacation, paid leaves of absence, etc.. For example, a full-time twelve month forty hour per week employee should be recorded as 2080 hours.)*

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**Please record each employee on the attached table and include with your submission any relevant information including job postings, advertisements, exit interview letters, related wage and benefit information, etc.**

### Submissions

Deadline for submissions is March 2, 2007. Submissions should be sent to SSEAC@bcpsea.bc.ca

### Questions

Please direct any questions to:

- Renzo Del Negro at 604.730.4511 or renzod@bcspea.bc.ca
- Stephanie Tassin at 604.730.4521 or stephaniet@bpcsea.bc.ca
- Joe Badali at 604.291.1940 or jbadali@cupe.ca

**Recruitment and Retention**

Demonstrate evidence of recruitment difficulties, and/or high turnover/vacancy rates. Examples: you have posted and/or advertised the position and have not had qualified applicants; evidence of individuals not accepting a position due to wages, turnover relative to other employee groups.

What are the demonstrable costs of your recruitment and retention problem? (For example: advertising costs, costs of contracting out, costs of training, administration, etc.)

**Market Comparator Data**

Provide relevant market data (wages and benefits) that specifically includes employers likely to recruit from the school district and employers that the school district has recruited from.

**Other Factors**

Other factors contributing to the current labour market situation (i.e., demographics).  
Any other information you wish to provide to support your LMA request.

**Labour Market Adjustment Request**

Identify the size and nature of the market adjustment necessary (i.e., lump sum, mentorship programs, temporary wage increases).

**How does this LMA request impact your pay equity plan?**

**What is the cost of this proposal over the term of the collective agreement (July 1, 2006 to June 30, 2010)?**

## Excerpt from Framework Letter of Understanding May 22, 2006

### Labour Market Adjustment Fund

17. Subject to the approval of the Committee, a district may address demonstrated recruitment or retention issues that can be objectively determined with reference to specific criteria, including:
  - i. Demonstrating evidence of recruitment or retention difficulties;
  - ii. Providing relevant market data that specifically includes employers likely to recruit from the public sector employer and employers that the public sector employer has recruited from;
  - iii. Identifying which occupations and the number of employees that will be affected by the adjustment;
  - iv. Identifying options for the size of the market adjustments, and identify the risks associated with each of the options; i.e. collective bargaining;
  - v. Demonstrating that the employer has provided significant training to employees in an occupation, and that a business case can be made for an adjustment.

Adjustments proposed under this paragraph must be funded through demonstrable cost neutral trade-offs.

18. In addition, the Committee shall be provided with Labour Market Adjustment funding in the following maximum amounts, pro-rated based on the support staff salary expenditures reported in the 2005-2006 audited financial statements of Districts whose support staff unions which become signatories to this Letter of Understanding (for example if unions representing 50% of support staff salary expenditures in the Province become signatories to this LOU, the Committee will be provided with 50% of the funding set out below):

July 1, 2007 \$1,656,000  
July 1, 2008 \$828,000  
July 1, 2009 \$828,000

19. The funding will be available to all support staff employees whose bargaining agents become signatories to this Letter of Understanding.

20. In order to access the funding set out in paragraph 18 above, districts and locals must make joint application to the Committee and must demonstrate that the funding sought will be used to address recruitment and retention issues on the basis of the criteria set out in paragraph 17 above. The provision of this funding will be subject to the approval of PSEC.
21. Upon request, the Committee shall provide to the Ministry of Education a report in the form and manner prescribed by the Ministry, showing the expenditures made to date and the estimated future expenditures from the funding provided.
22. The continuation of the Labour Market Adjustment Fund beyond July 1, 2009 shall be determined during the next round of collective bargaining between the parties.

