

Labour Market Adjustment Submission

(Item # 17 or #18 of Framework Letter of Understanding)

Please read with SSEAC Bulletin No.6 dated January X, 2008

Please check off the appropriate submission:

Item 17 – Purpose: To address recruitment and retention pressures through demonstrable cost neutral tradeoffs. (No additional funding is available from the SSEAC)

Item 18 – Purpose: To access funding to address recruitment and retention pressures (requires PSEC approval).

Item 18 – Retroactive Application for LMA’s paid to replacement employees or additional employees (previous approval granted by SSEAC for the position).

School District School District No. 100

Employer Contact Name Joe Smith

Union Contact Name Jane Smith

Position (*One submission only per position*) Network Specialist

Current Wage Rate \$22.59

Total Annual Paid Hours (for all employees & vacancies in the position for which the request is being made)* 12,480

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

Please Note:

- The funding, if applicable, and the approval of the adjustments are time-limited and expire on June 30, 2010.
- Labour market requests shall be made for each position separately (i.e., one for HVAC, and a separate one for plumbers, or carpenters)
- LMA requests for large banded employee groups such as educational assistants must be broken down to the specific level of the recruitment and retention issue such as SEAs responsible for children with autism.
- Please ensure costing calculations reflect required costs or actual savings.
- The LMA process will not approve requests for extra hours or training.
- Form 18 decisions of the SSEAC are subject to formal approval from PSEC.
- Decisions of the SSEAC are final.

Submissions

There are no deadlines for submissions. Approvals will take effect January 1 or July 1 in the year the submission is requested. 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
- Bill Pegler at 604.291.1940 or bpegler@cupe.ca

Details Related to LMA Submission

School District No. 100 (_____)

Union: _____ Local _____

Position Requiring LMA: Network Specialist

Name (include vacancies you are trying to fill)	Annual Paid Hours**	Approved Hours (for SSEAC use only)
Ben Ledger	2080	
Heather Paul	2080	
Ryan Smith	2080	
Duncan Baker	2080	
Vacant	2080	
Vacant	2080	
Total Hours**	12,480	

**Total Annual Paid Hours: Total hours includes vacation, stat holidays, paid leaves of absence, etc... For example, a full-time twelve month, forty hour per week employee should be recorded as 2080 hours.

*** Please add more rows or tables as necessary.

Recruitment and Retention

Demonstrate evidence of recruitment difficulties, and/or high turnover/vacancy rates. Examples: number of postings, copies of such postings and number of qualified applicants; evidence of individuals not accepting a position due to wages, turnover relative to other employee groups. *Please attach specific evidence*

We have six Network Specialist positions that provide computer support to all schools and departments within our district. For the last two years we have not been able to fill all six positions and usually have only three to four positions filled at a time. Currently we have two positions vacant.

In addition, there has been a very high turnover rate for this position with different employees leaving every six months to a year for higher paying employment. One employee left April 15th 2006 and in his resignation letter stated that he had taken another job where he earned \$4.00 an hour more. Two other employees left in 2007 stating low wages as the reason for their resignation. This turnover has resulted in an increase in recruitment costs, training costs, as well as operational issues.

We have been advertising frequently over this period in the Edmonton Sun, Vancouver Sun, Education Canada website, and monster.ca. Please see attached for a copy of the advertisement and some advertising costs.

What are the demonstrable costs of your recruitment and retention problem? (For example: invoices from advertising, contracting out, training, administration, etc.) *Please attach specific evidence*

<u>2005/2006</u>	
Training:	
New hire training (18 weeks & orientation):	\$10,632
Linux Training (Duncan):	\$3,544
Contracting:	
Taylor Britt:	\$1,605
SNS Computers:	\$1,864
ABC Communication:	\$8,500
James & Sons:	\$7,392
Time:	
IT extra hours:	\$4,888
Admin extra hours:	\$2,500
Advertising:	\$12,669
Total:	\$53,594

2006/2007

Training:

New hire training 2 employees (Ben & Heather):	\$15,650
Linux training for 2 employees (Ben & Ryan):	\$10,244

Contracting:

Taylor Britt:	\$1,605
SNS Computers:	\$954
ABC Communication:	\$10,200
James & Sons:	\$6,952

Time:

IT extra hours:	\$7,124
Admin extra hours:	\$5,000

Advertising: \$15,000

Total: \$72,729

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.

There are several comparators both public and private:

These rates are effective July 1, 2007

Northern Health	\$26.48-\$29.56 (depending on level of support)
RCMP	\$33.00
West Fraser Mills	\$27.50-\$37.90 (depending on level of support)
Municipality	\$31.00
Mohawk Oil Company	\$28.50
SD 'x'	\$24.16
SD 'x'	\$23.90
SD 'x'	\$28.50
SD 'x'	\$27.60
HEABC	\$27.72

The job done by our technicians were it into the higher level of support category. The benefits offered by the companies above are reasonably close to those offered by the School District.

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. ***Please attach specific evidence***

One of the other employees is less qualified than we require but due to the lack of applicants we were forced to hire him.

Two weeks ago, one of our other employees received an offer of employment from a private sector company for \$5.50 per hour more than we are paying. We are currently trying to find another way to keep this employee as he has considerable experience.

Two of the employees are near retirement age (above 55) and have indicated they plan to retire within the next one and a half years. One of the two mentioned that he would consider staying past his planned retirement rate if he received a pay increase.

Labour Market Adjustment Request

Identify the size and nature of the market adjustment necessary (i.e., number of positions affected including vacancies, hourly amount, total hours and total annual amount).

We request an increase of \$4.75 per hour at a total cost of \$59,280 per year.

We think this increase will bring us inline with our neighbouring school districts. In addition it will enable us to hire qualified individuals who will remain with the district, and will also decrease our contracting out, recruitment, and training costs.

Applicable to Form 17 applications only

What are the demonstrable cost neutral tradeoffs? (For example: invoices from advertising, contracting out, training, administration, etc.) ***Please attach specific evidence***

N/A

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.

Technical Support

The [redacted] requires a technical support specialist to provide front-line support to computer users throughout the district.

The position will require:

- A college diploma in computer technology (2 year minimum)
- Novell Certification
- A thorough knowledge of Windows 98, 2000, and XP
- Extensive knowledge of PC hardware
- The ability to communicate with non-technical users
- Ability to work both independently and as a team player
- A clean driving record
- A desire to live in a family-oriented community with ready access to world-class outdoor recreation.

Experience with Linux would be beneficial.

This is a full-time permanent position (12-months, 40 hours/week) within the union [redacted]. Wages are \$22.59 per hour plus a lucrative benefit package.

Start Date: ASAP.

Position will be closed when a suitable candidate is found.

Please submit resumes by email to [redacted]

Advertised on:

April 30: Vancouver Sun - 5 applicants, 1 qualified, 0 hired

May 15: The Province - 2 applicants, 0 qualified

July 15: Edmonton Sun - 1 applicant - hired

Sept. 1: monster.ca - 15 applicants - 2 qualified, 0 hired

Oct. 15: Vancouver Sun - 2 applicants, 0 qualified

Dec. 20: Education Canada website - 6 applicants, 1 qualified, 1 hired

Feb Feb: Cariboo Observer - 1 applicant, 0 qualified

April: Vancouver Sun - 1 applicant

