

**GUIDELINES
FOR THE IMPLEMENTATION
AND APPLICATION OF THE LONG SERVICE STEP (LSS)**

Article: 9:03

Article: 16:04, 16:07, and 16:09

Appendix "C": 5:12

Government Employees' Master Agreement (GEMA)

GEMA, Article 9 – Pay, Article 16 Merit Increase – states, in

PAY

9:03 Where an employee receives a benefit arising out of the employee's position, unless the salary schedule provides that such benefit shall be in addition to the salary provided for the position, a fair and reasonable charge as recommended by Joint Council and approved by the Lieutenant Governor in Council may be made for the benefit.

MERIT INCREASE

16:04 Where the pay range for an employee's classification permits, an employee shall be eligible for a merit increase twelve (12) months from the employee's anniversary date established in accordance with this Article provided the employee has accumulated 1,008 regular hours of work during that twelve (12) month period. If an employee has not accumulated 1,008 regular hours during that twelve (12) month period and as a result has not received a merit increase, the employee is eligible for a merit increase at the employee's next subsequent anniversary date twelve (12) months hence provided the employee has accumulated 1,008 regular hours during the preceding twenty-four (24) month period. In a similar manner, an employee who has not accumulated 1,008 regular hours over the preceding twenty-four (24) month period is eligible for a merit increase at the employee's next anniversary date following the accumulation of 1,008 regular hours.

16:07 The effective date for an employee's merit increase shall be the first day of the bi-weekly pay period which includes the employee's anniversary date. An employee must be in the classification on the employee's anniversary date in order that the merit increase shall take effect at the beginning of the bi-weekly period that includes the said anniversary date.

16:09 Employees who qualify for a merit increase under Article 16 or Section 5:12 of Appendix "C" and who meet the following criteria shall be eligible for the Long Service Step identified in the pay plan for each classification: (a) twenty (20) or more years of calendar service; and (b) the employee has been at the maximum step of their pay range for a minimum of 12 consecutive months.

Appendix "C": 5:12 Merit Increases for Other Than Departmental Employees Eligibility for merit increases will be based on calendar service provided the employee has received pay for at least 416 (403) (377) hours exclusive of overtime.

**General Guideline for
Introduction and Implementation of Long Service Step (LSS)**

The following guideline is provided outside the terms and conditions of the GEMA for informational purposes only and the implementation of the Long Service Step.

- A 2.00% Long Service Step has been added to each classification in the Pay Plan.
- The Long Service Step shall be calculated consistent with current practice to establish pay plans.
- The Long Service Step shall be distinguished in each classification pay plan as the “Long Service Step.”

Applicability:

- The Long Service Step is subject to the provisions of GEMA and specifically:
 - The Long Service Step is subject to Article 9:03 – Pay.
 - The Long Service Step is subject to Article 16:04, 16:07, and 16:09 – Merit Increases.
 - Appendix “C” – Part-Time Employees, Article 5:12 – Merit Increases for Other Than Departmental Employees.

Applicable Definitions (GEMA, Article 1, in part)

"calendar service" means the length of continuous service from the employee's most recent date of hire to the present. Periods of lay-off, while not affecting the continuity of service, are not included in the calculation of calendar service.

"casual employee" means an employee who normally works less than the full normal daily, weekly or monthly hours of work, as the case may be, and whose work is irregular, or non-recurring or does not follow an ongoing predetermined schedule of work on a regular and recurring basis. Notwithstanding the foregoing, casual employees may be employed for a short duration to replace employees who are absent for any reason.

"continuous service" means consecutive and contiguous days, weeks, months and/or years of employment with the Government of Manitoba where there has been no break in service involving termination of the employee.

"departmental employee" means a person employed in or under the Department of Infrastructure and Transportation, the Department of Water Stewardship or the Department of Conservation whose appointment is made to a position designated as departmental for payroll or budget purposes..

"increment" means the amount per annum provided as a rate of increase in the applicable salary payable to any eligible employee, which unless the context of the relevant approved pay range otherwise clearly indicates, may be granted annually on the applicable anniversary dates.

"lay-off" means to temporarily remove from a position of employment subject to the employee retaining such rights as set out under this Agreement.

"part-time employee" means an employee who normally works less than the full normal daily, weekly or monthly hours, as the case may be, and whose work follows an ongoing, predetermined schedule of work on a regular and recurring basis.

"promotion" means a change of employment from one (1) position to another having a higher maximum salary.

Frequently Asked Questions

1. How will I know if I am eligible?

The LSS will be administered in a similar manner to Merit Increases. If you meet the eligibility requirements stated in 16 and Appendix C - Article 5:12, you will receive the LSS in accordance with Article: 9:03.

In accordance with Article: 16:04, 16:07, and 16:09 and Appendix "C": 5:12, if you become eligible, you shall be eligible for the LSS on the anniversary date in which you meet the conditions outlined in Article 16:09.

2. What happens if I resign or retire before I become eligible for the LSS?

You are not eligible to receive the LSS if your employment is terminated before meeting the eligibility threshold.

3. I will meet all of the eligibility requirements a month after my anniversary date. When will I receive the LSS?

If you are not eligible as of March 22, 2014, as per Article 16:09, you shall be eligible for the LSS on the next anniversary date on which you meet the eligibility requirements in Article 16:07.

4. What if I am an employee of the Province of Manitoba but am governed by a collective agreement other than the GEMA?

If you are not covered by the GEMA, please refer to the provisions of the applicable Collective Agreement.

5. If I am paid at the LSS and accept a promotion to a classification with a higher pay scale, will I continue to receive the LSS in the new position?

It depends. You may be placed at the LSS in the new position. As outlined in Treasury Board Secretariat, 4.3 Pay Practices, *"upon promotion an employee will be paid, if possible, one full increment more than the rate of pay the employee was being paid in the employee's former position."*

6. If I am paid the LSS and I am transferred to a different position but remain paid in the same classification, will I continue to be paid the LSS?

Yes. If you remain in the same classification you would continue to be paid the LSS.

7. If I am on a secondment, will I receive the LSS if I meet all of the criteria?

Yes. If you become eligible for the LSS as per Article: 9:03, Article: 16:04, and 16:09 Appendix "C": 5:12 while on a secondment, your increase to the LSS would be effective on the first day of the bi-weekly pay period in which your anniversary date falls in accordance with Article 16:07.

As outlined in the Public Service Commission, 2.1.5 Staffing Methods, a secondment is *"the temporary assignment of an employee within their staff year to another branch, department or agency of the Manitoba Government or a crown corporation."*

8. If I am on an interchange agreement, will I receive the LSS if I meet all of the criteria?

Yes. If you become eligible for the LSS as per Article: 9:03, Article: 16:04, 16:07, and 16:09, and Appendix "C": 5:12 while on an interchange agreement, your increase to the LSS would be effective on the first day of the bi-weekly pay period in which your anniversary date falls in accordance with Article 16:07.

As outlined in the Public Service Commission, 2.1.5 Staffing Methods, an interchange is *"the temporary assignment of a regular employee within their staff year to work in another level of government. Interchanges are possible with the Government of Canada, another province, municipality or other public sector organization. An informal loan of an employee can also occur."*

9. If I transfer into the Province of Manitoba on a reciprocal agreement, will I receive the LSS if I meet all of the criteria?

No, one of the eligibility criteria is that you must have 20 or more years of calendar service as a public servant in the public service.

As outlined in Treasury Board Secretariat policy 4.11 Reciprocal Agreements, *"a reciprocal agreement is a written agreement between employers which allows employees to have their calendar service and accumulated service with their previous employer recognized for the purpose of calculating the earning rates for vacation, sick leave and in some instances severance pay. An employee must have commenced employment with the civil service with no break in service between jobs. A reciprocal agreement also allows an employee to have their calendar service with their previous employer applied to any waiting periods attached to specific health benefits plans such as dental, health spending account, etc. In some instances sick leave and/or vacation credits may also be transferred."*

10. If I transfer into the Province of Manitoba in a Transition Agreement, will I receive the LSS if I meet all of the criteria?

No, one of the eligibility criteria is that you must have 20 or more years of

calendar service as a public servant in the public service.

11. If I am on acting status, will I receive the LSS if I meet all of the criteria?

Yes, if you become eligible while in the acting status position.

12. If I am currently laid off from my position, will I receive the LSS if I meet all of the criteria?

Yes, upon your return to work, assuming you return to the same classification.

13. If I was in receipt of the LSS and my position is reclassified to a classification with a higher pay scale, do I continue to receive the LSS?

It depends. You may be placed at the LSS in the new position. As outlined in Treasury Board Secretariat, 4.3 Pay Practices, *“upon promotion an employee will be paid, if possible, one full increment more than the rate of pay the employee was being paid in the employee’s former position.”*

14. If I was in receipt of the LSS and my position is reclassified to a classification with a lower pay scale, do I continue to receive the LSS?

Yes. If you were in receipt of the LSS prior to the reclassification, you will receive the LSS in the classification with the lower pay scale.

15. If I am receiving over-range pay protection, am I eligible for the LSS?

No. From the effective date of over-range salary protection an employee's pay rate is "frozen" until the expiry of the over-range period. Frozen means that the employee is not eligible to receive any form of pay increase until the maximum salary of position classification becomes equal to or greater than the employee's over-range pay rate. Following the expiry of the over-range period an employee's salary reverts to the appropriate pay rate for the employee's position classification.

16. If I become eligible while on a leave, when will I receive the LSS?

Leave Type	Effective date of the LSS if you meet the eligibility requirements while on leave
Vacation Leave	The first day of the bi-weekly pay period which includes your anniversary date while on vacation leave.
Paid Sick Leave	The first day of the bi-weekly pay period which includes your anniversary date while on paid sick leave. This includes instances where you are receiving paid sick leave while in receipt of WCB benefits or MPI income replacement benefits.

Unpaid Sick Leave	The first day of the bi-weekly pay period which includes your anniversary date following your return to active employment. This includes instances of unpaid sick leave where you may be paid directly by another service provider, for examples, MPI and LTD.
Leave of Absence	The first day of the bi-weekly pay period which includes your anniversary date following your return to active employment.
Maternity Leave	The date of your return to active employment.
Parental Leave	The date of your return to active employment.
Long Term Disability	The first day of the bi-weekly pay period which includes your anniversary date following your return to active employment.
Workers' Compensation	The date of your return to active employment if on unpaid sick leave at the time you become eligible.