

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

Employer Contact Name

Union Contact Name

Position (*One submission only per position*)

Current Wage Rate

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

**(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

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- such as SEAs responsible for children with autism if this job is a distinguished classification for the purpose of the collective agreement.
- 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@bcpsca.bc.ca

Questions

Please direct any questions to:

- Renzo Del Negro at 604.730.4511 or renzod@bcpsca.bc.ca
 - Stephanie Tassin at 604.730.4521 or stephaniet@bcpsca.bc.ca
 - Bill Pegler at 604.291.1940 or bpegler@cupe.ca
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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

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*

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. *Please attach specific evidence*

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).

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*

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):

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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.
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