

# Class 3 Agreement



**Pay Equity and Other Remuneration Items  
Round of General Assemblies  
January and February 2024**

## **2010 Pay Equity Audit — CNESST Decision**

The parties agree not to contest before the Administrative Labour Tribunal (ALT) the CNESST decision of September 28, 2023 regarding the identification, gender predominance and evaluation of Class 3 jobs.

- The CNESST upgraded the rankings of Administrative Officer Class 3 (5316 - 5317) and Administrative Officer Class 4 (5318-5319):
  - AO3 increased from 6 to 7
  - AO4 increase from 4 to 5
  - Retroactive to December 31, 2010 + interest at the statutory rate

## 2010 Pay Equity Audit — CNESST Decision

### 5316 — 5317 — Administrative Officer, Class 3

- At the top of the scale, this represents a pay increase ranging from \$0.69 per hour retroactive to December 31, 2010 to \$2.23 per hour as of March 31, 2024 + interest (5%)
- Example: Estimated retroactive pay at the top of the scale (35 hours per week)

**\$20 178.10\* + interest**

\* Subject to all reserves, including salary parameters as of April 1, 2023

## 2010 Pay Equity Audit — CNESST Decision

### 5318 — 5319 — Administrative Officer, Class 4

- At the top of the scale, this represents a pay increase ranging from \$0.53 per hour retroactive to December 31, 2010 to \$1.95 per hour as of March 31, 2024 + interest (5%)
- Example: Estimated retroactive pay at the top of the scale (35 hours per week)

**\$17 397.27\* + interest**

\* Subject to all reserves, including salary parameters as of April 1, 2023

## 2015, 2020 and 2025 pay equity audits

- The agreement settles all complaints of all kinds (identification, gender predominance, evaluation) from the FSSS-CSN (and the FTQ) regarding the 2015, 2020 and 2025 pay equity audits for Class 3.
- The FSSS-CSN (and the FTQ) agree to inform all of their members and their affiliated unions of the agreement and to champion it.
- If any employees do not wish to be bound by the agreement, the FSSS-CSN (and the FTQ) agree not to represent them before the CNESST or the ALT or any other body that makes decisions regarding their complaints.



## 2025 Pay Equity Audit

### 5311 — 5312 — Administrative Officer, Class 1

- Increase in ranking from 9 to 10, retroactive to January 1, 2021
- Bear in mind that as of January 1, 2021, these classes were off-rate and off-scale.
- At the top of the scale, this represents a pay increase ranging from \$0.55 per hour retroactive to January 1, 2021 to \$2.52 per hour as of March 31, 2024
- Example: Estimated retroactive pay at the top of the scale (35 hours per week)

**\$2,264.61\* + interest**

\*Subject to all reserves, including salary parameters as of April 1, 2023

## 5311 — 5312 — Administrative Officer, Class 1 (cont'd)

- Increase in ranking from 10 to 11
- The parties agree that as of “consolidation day” for the 6 personnel classes on the List of Job Titles as a result of the *Act to make the health and social services system more effective* or **on April 2, 2025 at the latest** (whichever comes first), **ranking 11** will apply.
- Example : no later than April 2, 2025, including salary parameters, the salary at the maximum of the scale would increase from \$30.30 to \$31.65.

## 5322 — Medical secretary

- Increase in ranking from 8 to 9, retroactive to January 1, 2021
- The amounts that have already been paid in connection with the 3% premium that came into effect in 2021 (Letter of Agreement #63) will be subtracted from the amounts due by the employer.
- At the top of the scale, this represents a pay increase ranging from \$0.47 per hour retroactive to January 1, 2021 to \$2.56 per hour as of March 31, 2024.
- Example: Estimated retroactive pay at the top of the scale (35 hours per week):  
From January 1, 2021 to March 31, 2024: \$8,606.61  
less the 3% premium paid from November 2021 to March 31, 2024: (\$1,902.23)

**\$5.334.65\* + interest**

\* Subject to all reserves, including salary parameters as of April 1, 2023



## 5321 — Legal secretary

- Increase in ranking from 8 to 9, retroactive to January 1, 2021
- At the top of the scale, this represents a pay increase ranging from \$0.47 per hour retroactive to April 1, 2021 to \$1.00 per hour as of April 1, 2022
- Example: Estimated of the progression of a worker being at step 3 on January 1, 2021 and increasing in step on April 1<sup>st</sup> of the same year up to the maximum step on March 31, 2024 (35 hours per week)

**\$4,904.10\* + interest**

\*Subject to all reserves, including salary parameters as of April 1, 2023



## 5321 — Legal secretary

- According to estimates, the salary increase provided in Letter of Agreement 49 may be equivalent, subject to all reserves, to approximately 8.87%.
- The salary at the maximum of the scale is the same after adjusting the increase.

## Remuneration

Lump sum, premium, pay increase and integration





## 5314 — 5315 — Administrative Officer, Class 2

- For the period from January 1, 2021 to the day before the 2023 collective agreement comes into force, a lump sum equivalent to 2% of the base salary on the pay scale will be paid to employees with the Administrative Officer, Class 2 job title (5314 -5315).
- Unless some other, specific time frame is specified in the present agreement, the amounts of retroactive pay and adjustments resulting from the present agreement will be paid within the time frames specified in the collective agreements.
- Example: Estimated lump sum at the top of the scale (35 hours per week):

**\$2,911.58\***

\*Subject to all reserves

## 5314 — 5315 — Administrative Officer, Class 2

- Employees with the job title Administrative Officer, Class 2 (5314 - 5315) will receive a pay increase of 3.5% as of the date that the collective agreement comes into force.
- If a pay-equity adjustment is made, this increase will be adjusted accordingly.
- Example: When the agreement comes into force, at the maximum of the scale on April 1, 2024, this would represent an increase of \$3.20 per hour, including the new salary parameters for 2023 and 2024.\*

\*Subject to all reserves



## **5322 — Medical Secretary**

The 3% premium for employees with the job title of Medical Secretary (5322) specified in Letter of Agreement # 63 is continued until the day before the new collective agreement expires.

## **5318 — 5319 — Administrative Officer, Class 4**

- Employees with the Administrative Officer, Class 4 job title will be upgraded to Administrative Officer, Class 3 as of the date that the collective agreement comes into force.
- The integration will be done echelon to echelon.
- The Administrative Officer, Class 4 job titles (5318 - 5319) will be eliminated once the integration has been carried out.



## 5320 — Assistant, University Teaching

- Ranking 11, confirmed by the decision of November 20, 2020
- The pay scale is based on the AO1 scale in effect as of January 1, 2011, which is increased by 1.42%.
- As of April 2, 2019, the applicable scale is the one for ranking 11 in the pay structure, resulting from the pay relativity evaluation (integration according to the rule of equal or immediately higher salary).





## 5320 — Assistant, University Teaching

- At the top of the scale, this amounts to a pay increase ranging from \$0.32 per hour retroactive to January 1, 2011 to \$1.70 per hour as of April 1, 2023.

Example: Estimated retroactive pay at the top of the scale (35 hours per week) from January 1, 2011 to March 31, 202024

**\$8,352.11 \***

- Grievances concerning evaluation of the job title and the application of retroactivity to be withdrawn

\*Subject to all reserves, including salary parameters as of April 1, 2023



## 5324 — Buyer

- Ranking 11
- The pay scale is based on the AO1 scale in effect as of December 31, 2010, which is increased by 1.42%.
- Retroactivity applies as of April 10, 2013.
- As of April 2, 2019, the applicable scale is the one for ranking 11 in the pay structure, resulting from the pay relativity evaluation (integration according to the rule of equal or immediately higher salary).



## 5324 — Buyer

- At the top of the scale, this amounts to a pay increase ranging from \$0.34 per hour retroactive to April 10, 2013 to \$4.01 per hour as of March 31, 2024.
- Example: Estimated retroactive pay at the top of the scale (35 hours per week) from April 10, 2013 to March 31, 2024:

**\$20,700.01\***

- The parties agree to cease arbitrating the job title.

\*Subject to all reserves, including salary parameters as of April 1, 2023



## 5313 — Executive Assistant

- Ranking 12
- The pay scale is based on the AO1 scale in effect as of December 31, 2010, which is increased by 6.21%.
- Retroactivity applies as of October 1, 2011.
- As of April 2, 2019, the applicable scale is the one for ranking 12 in the pay structure, resulting from the pay relativity evaluation (integration according to the rule of equal or immediately higher salary).



## 5313 — Executive Assistant

- At the top of the scale, this amounts to a pay increase ranging from \$1.41 per hour retroactive to October 1, 2011 to \$2.85 per hour as of March 31, 2024.
- Example: Estimated retroactive pay at the top of the scale (35 hours per week) from October 1, 2011 to March 31, 2024:

**\$31,736.64**

- The new pay parameters for 2023 are added on top of this increase.

\*Subject to all reserves, including salary parameters as of April 1, 2023



A committee will be formed to examine gender predominance in the Administrative Processes Specialist job title:

- It will have at least 6 members, including 3 employer representatives and 3 union representatives.
- Its term will last 60 days.



A committee will be formed within 90 days after the present agreement is signed by the members of FSSS-CSN, SCFP-FTQ and SQEES-FTQ:

- Its mandate will be to oversee the implementation of the present agreement.
- It will have at least 6 members, including 3 employer representatives and 3 union representatives.

# Summary of Pay Equity Agreement



Job Title	Retroactive to	Upgrade	Special Provisions
AO Class 3	December 31, 2010	Ranking 6 to 7	
AO Class 4	December 31, 2010	Ranking 4 to 5	
AO Class 1	January 1, 2021	Ranking 9 to 10	
AO Class 1	Bill 15 consolidation date No later than April 2, 2025	Ranking 10 to 11	
Medical Secretary	January 1, 2021	Ranking 8 to 9	3% premium, Letter of Agreement 63
Legal Secretary	January 1, 2021	Ranking 8 to 9	Increase, Letter of Agreement 49



# Summary of Remuneration Agreement



Job Title	Retroactive to	Gain	Application
AO Class 2	January 1, 2021	Lump sum 2%	Day before collective agreement comes into force
AO Class 2		3.5% pay increase	When collective agreement comes into force
Medical Secretary		3% premium	Maintained in 2023-2028 collective agreement
AO Class 4		Ranking 5 to 7	AO4 integrated into AO3 and eliminated

# Summary of National Jobs Committee disputes



Job Title	Retroactive to	Gain	Special Provisions
Assistant, University Teaching	January 1, 2011	Ranking 11	AO1 scale + 1.42%
Buyer	April 10, 2013	Ranking 11	End arbitration
Executive Assistant	October 1, 2011	Ranking 12	AO1 scale + 6.21%

Committee on Administrative Processes Specialists (FSSS-SCFP-SQEES)

Mandate: Examine gender predominance in this job title

Term: 60 days