



BULLETIN

COTAPSA WORKING FOR YOU- NON-UNION SALARY ADJUSTMENTS

COTAPSA meets bi-monthly with City of Toronto People & Equity (P&E) staff regarding Members' terms and conditions of employment, and to review City policies and practices. Recently, COTAPSA met with P&E staff to discuss our concerns with the **non-union salary adjustment recovery** for those retiring after December 31, 2021, and the **salary adjustments that were awarded to certain positions as part of the City's employee retention strategy**. An update was also requested on the **new pay for performance program**.

Salary Adjustment Recovery

Many of our retiring Members brought forward concerns to COTAPSA regarding a letter they received from Payroll, Pension and Employee Benefits (PPEB) providing notice of their ineligibility for the 1% cost of living adjustment and the 2.5% salary adjustment. Furthermore, because these Members **had already been paid the adjustments**, the letter also advised that the City of Toronto intends to recover this overpayment from their prearranged Sick Pay Gratuity (SPG) benefit payment. A request for payment by cheque was made to Members without SPG, as well as the option to arrange a repayment plan if necessary.

At the meeting, COTAPSA advised P&E staff that the City's Strategic Communication message on April 19th stated that "*all non-union staff will receive a 2.5% salary adjustment, on top of the already communicated 1% COLA adjustment. These adjustments will be paid out on April 28, retroactive to January 1, 2022*". **COTAPSA further advised P&E staff that it has always been past practice and**

precedent to award employees who retire after December 31 their COLA and salary adjustment retroactive to January 1. P&E staff confirmed that a review of this situation is underway. P&E staff further advised they will provide more details upon the review's completion.

In the meantime, if you fall into this category as a retiring City of Toronto employee who has received the letter and a request for repayment, **COTAPSA is recommending that you hold off on payment until P&E staff finalizes their review of the situation.**

Salary Review

Many Members brought forward concerns to COTAPSA that certain positions have already received salary adjustments as part of the wage review process while others have not.

P&E staff indicated that while a review of all wage grades is being completed, this is a lengthy process and they are prioritizing positions that the City identified as clearly not competitive in the broader market place and resulting in critical staffing challenges. There may also be positions where the already implemented 1% COLA and 2.5% salary adjustment may be deemed sufficient to ensure a competitive salary.

P&E staff indicated that the wage grade adjustments are being rolled out in a staggered manner rather than at once because it is a lengthy process to review all positions, and they want to evaluate and get adjustments in place as quickly as possible.

COTAPSA requested this review to be completed as quickly as possible as it is urgent if the City is going to retain and recruit the people necessary to address the increased work load being faced by staff. COTAPSA also requested that P&E staff clarify its wage grade review process and communicate this process to all non-union City of Toronto employees. Transparency in the process and its results is critical to ensure staff have confidence that the process is being implemented fairly and equitably.

New Pay for Performance Program

The City announced the new on-line process for recording 2022 objectives and other performance-related issues in the [new portal](#). COTAPSA requested that the City review the July 29 deadline for submissions as use of the new portal requires completion of a training session, which are not readily available. Furthermore, staff

may require additional time due to work commitments and to schedule time for discussion/comment with their Supervisor/Manager/Director. P&E staff agreed to review the July 29 deadline closer to that date, and are agreeable to considering an extension.

COTAPSA also raised other questions about the new Pay for Performance Program, most notably the rates applied to the "meets" and "exceeds" performance ratings. COTAPSA has continuously advocated for a higher rating for "meets" expectations than the previous 2.5% as it would allow for a quicker progression through an individual's wage grade. For more information, please refer to COTAPSA's December 7, 2021 Bulletin – COLA & Total Rewards Program.

COTAPSA continues to monitor City of Toronto policies and practices to ensure fairness and equity for our Members.

Should you have any questions or require further clarification, please email COTAPSA at cotapsa@toronto.ca.