

## PSAC – Other Work Assignments within the Corporation Q&A

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### Work

**1. Q: Who can I speak to about my new role?**

A: You can talk to your local human resources representative or the team leader for the call-in list on which you're placed.

**2. Q: When I have been given an assignment, who will my contact be if I have questions about reporting for work, vacation and other related matters?**

A: You can contact the local employee relations manager and/or the local workforce management contact for your region. Once you have reported to your assignment, you should contact your team leader.

**3. Q: If I am a part-time PSAC employee, can I work only my maximum number of hours per week or can I work more if there is a need?**

A: If there are opportunities for more work you are entitled to work additional hours. The entitlement to more hours comes from being on the CUPW call-in list. Calls will be made in order of seniority.

**4. Q: Can I be placed on both the plant and the collection and delivery temporary lists? If not, can I choose which one I'm on?**

A: In the CPC/CUPW collective agreement, a temporary employee can only be on one temporary list at a time. In some cases, a list has both collection and delivery and plant work in it, so that temporary employees on this list would be performing these different types of work. Where separate lists exist, Human Resources and Production, Control and Reporting will review the lists and determine which list provides you the greatest opportunity for work.

**5. Q: What is the process to determine which list (plant, retail or delivery) I will belong to?**

A: This will be based on operational requirements.

**6. Q: What criteria will be used to qualify affected PSAC employees for the CUPW PO-4 or letter carrier list? Will these criteria be similar to the general hiring criteria? Will I need to take a test to qualify for letter carrier lists?**

A: The overall process will be consistent with normal hiring processes, but will take into account your individual limitations, restrictions and abilities. Human Resources and Learning and Development will complete an assessment of the hiring qualification requirements and other criteria. Labour Relations and Disability Management may be involved as well.

**7. Q: If I am placed on the temporary CUPW list, can I transfer onto a different list in another area?**

A: Yes. Once you are on a temporary list, Article 44.10 of the CPC/CUPW collective agreement applies. You can submit a written request to transfer to another list in accordance with this article. When additional employees are required on a list, Canada Post will move temporaries who requested a move first, according to seniority. Once you move to another list, you must remain on it for at least a year.

**8. Q: If physical restrictions prevent me from being placed on a collection and delivery or plant list, will I be laid off?**

A: No, each case will to be reviewed and assessed on individual merits.

**9. Q: If I fail required training (for example sort testing or driving evaluations), what action will be taken?**

A: Each case will be reviewed and assessed individually. However, if you were to fail the testing for letter carriers, you would not be placed on a collection and delivery list. Options for your placement on other lists would be explored.

**10. Q: If I am unable to perform the necessary job functions of a list (for example, letter carrier), will I still be placed on that list?**

A: If you are unfit to perform the job for a given reason, your individual situation will be assessed.

**11. Q: What if I am not called into work in the morning? How long am I required to be available for the rest of the day at home?**

A: Some areas have a structured time-frame in which employees can be called in for particular shifts and locations. This practice will vary from region to region. Local Production, Control and Reporting will provide more information once you are placed on a call-in list.

**12. Q: If there is no work available for me in the plant or collection and delivery operations after I have been assigned to a CUPW temporary list, would I stay home and continue to earn my regular salary?**

A: The provisions of the CUPW\CPC Collective Agreement apply. If there is no work on a given day or night, you would not report to work. You would, however, continue to be paid in accordance with clause 28.10(f) of the PSAC/CPC collective agreement. You would not return to duties in the PSAC bargaining unit unless an assignment of three months or more becomes available.

**13. Q: Article 44.11 of the CUPW Collective Agreement states a temporary employee can decline an assignment based on reasonable availability. How many declines are considered reasonable?**

A: While affected employees will be treated in accordance with Article 44 of the CUPW Collective Agreement with Canada Post, you must also make every effort to be available for work as per Article 28 of the PSAC collective agreement. Additionally, given that you continue to be paid, it is expected that you will make yourself available to work as much as possible. Any individual issues will be reviewed case by case.

**14. Q: What if I have a medical appointment or another reason I can't work in the afternoon?**

A: Cases will be reviewed individually. You can also take a Personal Day if you have personal days available.

**15. Q: Article 29.04 of PSAC's Collective Agreement with Canada Post concerns separation incentive payments for early retirement at the discretion of Canada Post. Will these be offered as part of the assignment discussion?**

A: No, incentive payments for early retirement will not be offered.

**16. Q: What happens if I refuse to accept placement on the CUPW Temporary list?**

A: If you refuse an assignment, you may be laid off with recall rights pursuant to Articles 28 and 29 of the Collective Agreement between PSAC and Canada Post. Article 29.03 (The Corporate Supplementary Unemployment Benefits Plan), as amended from time to time and subject to the requirements of the Canada Employment and Immigration Commission, will form part of the Collective Agreement and will be available to eligible employees for the term of the agreement.

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## **Pay and Time**

**17. Q: My letter states there will be no change in my pay and that Canada Post will supplement my income. Is this paid on my regular cheque?**

A: You will continue to receive your regular pay every two weeks. Any additional amounts owing will be included on your paychecks two weeks in arrears.

**18. Q: If my new salary is equivalent to less than my previous salary, will it be supplemented?**

A: In accordance with Article 28 of the PSAC agreement, if your regular straight-time earnings while on a CUPW temporary list are less than the regular earnings you would have received in your substantive PSAC position, Canada Post will issue supplemental payments to make up the difference.

**19. Q: If pay is subsidized, does the new rate apply for time at home if I'm not called in for work?**

A: You will be paid the same as you were paid in your PSAC position even if you're not called in for work.

**20. Q: CUPW-represented employees work 40 hours a week while PSAC-represented employees usually work fewer (37.5, for example). How will Canada Post reconcile the difference in the hours of work? Will my pay be affected?**

A: PSAC-represented employees do not receive a paid meal break, but CUPW-represented employees do. This paid meal break accounts for the difference between CUPW and PSAC work hours. The length of your work day will stay the same. Your new gross regular salary is also guaranteed to be at least equal to your previous salary. This is consistent with the temporary CUPW rules, as they are currently paid in arrears.

**21. Q: Temporary workers are paid in arrears for hours worked. Will employees be paid in arrears? How is time entered?**

A: Payments will be made in arrears as the hours will be reported after they have been worked. Expect to receive payment two weeks in arrears. Payment will be made in a lump sum. Team leaders will ensure hours are submitted to AccessHR.

**22. Q: Will overtime worked be paid at the CUPW or the PSAC rate?**

A: You will be paid at the CUPW rate in accordance with the provisions of the Collective Agreement with Canada Post. Time will be captured on the AccessHR Surplus Payments Template. Overtime will be paid two weeks in arrears.

**23. Q: Who will pay for physical demand testing?**

A: Canada Post will cover the cost of any required testing of unassigned individuals.

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## **Benefits and Entitlements**

**24. Q: I have previous CUPW seniority. Will I be credited for this seniority?**

A: Article 44.01 of the CUPW Collective Agreement with Canada Post will apply. Seniority is determined by the first date of hire in the bargaining unit provided there has been no final termination of employment.

**25. Q: What happens if I receive and accept a PSAC assignment? Will I be removed from CUPW and return to PSAC? If I return to CUPW at a later date, would I lose any accrued seniority?**

A: You can accept a PSAC assignment without losing your CUPW temporary employee seniority. The time you are on a PSAC assignment will be considered a period where you are not available for CUPW temporary work.

**26. Q: What is the Corporate Supplementary Unemployment Benefits Plan (SUB)?**

A: The SUB plan covers temporary layoffs only and is not registered for permanent stoppage of work. SUB plan payments are made by Canada Post to employees who are receiving Employment Insurance benefits because of temporary layoff. SUB plan payments top up the EI benefits from a minimum of 80 per cent up to 93 per cent of salary, based on years of service. SUB plan payments are not made if the employee refuses to accept work as specified in the Collective Agreement (see Article 28.10 (a) (i) of PSAC's Collective Agreement with Canada Post). Please direct specific questions to the manager of Benefits Policy at Head Office.

**27. Q: Documents provided state PSAC-bargained employees will remain on the Short-Term Disability Program (STDP) and will maintain eligibility to Personal**

**Days. Once I am on a CUPW temporary list, how will these be applied? How does it work in SAP when benefits from the PSAC agreement are used?**

A: You will continue to appear in SAP as a PSAC-represented employee, so the existing process to record personal days and STDP will continue to apply. Given that you will not roll up to Mail Operations, time will need to be maintained by HPM.

**28. Q: If I am not called in to work, is time at home considered pensionable time?**

A: Yes. If there is no assignment available, you will still be paid and your pay will continue to be considered pensionable income.

**29. Q: How will I select and use my vacation and leave entitlements?**

A: Any time already booked and approved will be honoured. Future vacation and leave requests will be agreed between you and Production, Control and Reporting after you have been added to a CUPW temporary list.

**30. Q: My letter states there will be no change to my leave entitlement. Does this mean I can use my Personal Days whenever I wish?**

A: Any Personal Days currently booked and approved will be honoured. Future Personal Day requests will be agreed between you and Production, Control and Reporting.

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