

How much will I get under the Class 3 agreement?

The agreement for office and administrative staff will mean significant retroactive payments for thousands of workers. Thanks to the efforts of the unions and the mobilization of the members, we have won fair recognition of the value of the work of nearly 40.000 employees. Many members have questions about the back pay they will receive. In this newsletter, we try to provide some answers.

Bear in mind that the agreement covers both pay equity and remuneration. For details of the agreement, see the [newsletter](#) released at the beginning of January 2024.

Thousands of dollars to recognize the value of class 3 employees' work

The agreement is a big step forward for a number of class 3 job titles. This newsletter provides estimates of the payments workers in job titles covered by the pay equity agreement and the remuneration agreement stand to receive.

Note

The estimated retroactive payments are based on a person who was at the top of the scale on the agreement's effective date and who has worked 35 hours per week since then. These examples are for information only and remain to be confirmed. Each situation is different. It is not possible to deal with individual cases here.

Job titles covered by the pay equity agreement

Administrative Officer, Class 3 (secretarial and administrative sectors)

As a result of the CNESST decision of September 2023, Administrative Officers, Class 3 will move from ranking 6 to 7. At the top of the scale, this means a pay increase ranging from \$0.69 per hour retroactive to December 31, 2010 to \$0.83 per hour as of April 1, 2023, plus 5% interest.

For an Administrative Officer, Class 3 at the top of the scale working 35 hours per week, the estimated retroactive payment will be **\$17,645.54 + interest**. Counting the retroactive payment for the period up to March 31, 2024 to cover the salary increase in the new collective agreement, assuming it is ratified, the total payment would be **\$20,202.36**.

Administrative Officer, Class 4 (secretarial and administrative sectors)

As a result of the CNESST decision of September 2023, Administrative Officers, Class 4 will move from ranking 4 to 5. At the top of the scale, this means a pay increase ranging from \$0.53 per hour retroactive to December 31, 2010 to \$0.63 per hour as of April 1, 2023, plus 5% interest.

For an Administrative Officer, Class 4 at the top of the scale working 35 hours per week, the estimated retroactive payment will be **\$14,995.83 + interest**. Counting the retroactive payment for the period up to March 31, 2024 to cover the salary increase in the new collective agreement, assuming it is ratified, the total payment would be **\$17,406.54**.

Administrative Officer, Class 1 (secretarial and administrative sectors)

The agreement provides for an increase in ranking from 9 to 10, retroactive to January 1, 2021. At the top of the scale, this means a pay increase ranging from \$0.44 per hour retroactive to January 1, 2021 to \$1.17 per hour as of April 1, 2023.

For an Administrative Officer, Class 1 at the top of the scale working 35 hours per week, the estimated retroactive payment will be **\$6,370.01 + interest**. Counting the retroactive payment for the period up to March 31, 2024 to cover the salary increase in the new collective agreement, assuming it is ratified, the total payment would be **\$9,219.04**.

Note that as of January 1, 2021, most of the employees with this job title were off-rate and off-scale. In their case, half of the increase will be paid as a percentage and half as a lump sum up to April 1, 2022, at which point the situation is resolved.

For employees at the top of the scale working 35 hours per week who were off-rate / off-scale, the estimated retroactive payment will be **\$4,186.02 + interest**. Counting the retroactive payment for the period up to March 31, 2024 to cover the salary increase in the new collective agreement, assuming it is ratified, the total payment would be **\$7,035.05**.

The agreement provides for a second increase in ranking, from 10 to 11, by no later than April 2, 2025. If it is ratified, the salary at the top of the scale will rise from \$30.30 to \$31.65, including the salary parameters.

Medical Secretary

The agreement provides for an increase in ranking from 8 to 9, retroactive to January 1, 2021. The amounts already paid under the 3% premium that came into effect in 2021 (Letter of Agreement No. 63) will be deducted from the employer's payment.

At the top of the scale, this means a pay increase ranging from \$0.47 per hour retroactive to January 1, 2021 to \$1.06 per hour as of April 1, 2023.

For a Medical Secretary at the top of the scale working 35 hours per week, the estimated retroactive payment for the period of January 1, 2021 to March 31, 2024 will be **\$2,972.93 + interest**, after deducting the 3% premium. Counting the retroactive payment for the period up to March 31, 2024 to cover the salary increase in the new collective agreement, assuming it is ratified, the total payment would be **\$5,712.39**.

Legal Secretary

The agreement provides for an increase in ranking from 8 to 9, retroactive to January 1, 2021.

At the top of the scale, this means a pay increase ranging from \$0.47 per hour retroactive to April 1, 2021 to \$1.06 per hour as of April 1, 2023.

The estimated retroactive payment for a Legal Secretary working 35 hours per week who was at echelon 3 on January 1, 2021, moved up an echelon on April 1, 2021 and to the top echelon on March 31, 2024 will be **\$2,161.59 + interest**. Counting the retroactive payment for the period up to March 31, 2024 to cover the salary increase in the new collective agreement, assuming it is ratified, the total payment would be **\$4,901.04**.

Job titles covered by the agreement on remuneration

Administrative Officer, Class 2 (secretarial and administrative sectors)

The lump sum payment equal to 2% of base salary will amount to an estimated **\$2,975.36** for Administrative Officers, Class 2 for the period from January 1, 2021 to the date the 2023 collective agreement comes into effect. Counting the retroactive payment for the period up to March 31, 2024 to cover the salary increase in the new collective agreement, assuming it is ratified, the total payment would be **\$5,714.81**.

In addition, the salary will increase by 3.5% when the collective agreement comes into effect. At the top of the scale, this means an increase of \$3.20 per hour as of April 1, 2024, including the new salary parameters for 2023 and 2024.

Assistant, University Teaching

The increase to ranking 11 was previously upheld by an Administrative Labour Tribunal decision in November 2020. The current agreement settles a longstanding dispute over the calculation of the retroactive payment. An Assistant, University Teaching at the top of the scale will receive a pay increase ranging from \$0.32 per hour retroactive to January 1, 2011 to \$0.38 per hour as of April 1, 2018.

For an Assistant, University Teaching at the top of the scale working 35 hours per week, the estimated retroactive payment for the period of January 1, 2011 to April 1, 2019 will be **\$5,315.19**. Counting the retroactive payment for the period up to March 31, 2024 to cover the salary increase in the new collective agreement, assuming it is ratified, the total payment would be **\$8,419.90**.

Purchaser

At the top of the scale, the agreement on remuneration will mean a pay increase ranging from \$0.34 per hour retroactive to April 10, 2013 to \$2.45 per hour as of April 1, 2023.

For a Purchaser at the top of the scale working 35 hours per week, the estimated retroactive payment for the period of April 10, 2013 to March 31, 2024 will be **\$19,013.62**. Counting the retroactive payment for the period up to March 31, 2024 to cover the salary increase in the new collective agreement, assuming it is ratified, the total payment would be **\$21,862.65**.

Executive Assistant

At the top of the scale, the agreement on remuneration will mean a pay increase ranging from \$1.09 per hour retroactive to October 1, 2011 to \$1.15 per hour as of April 1, 2023.

For an Executive Assistant at the top of the scale working 35 hours per week, the estimated retroactive payment for the period of October 1, 2011 to March 31, 2024 will be **\$26,651.42**. Counting the retroactive payment for the period up to March 31, 2024 to cover the salary increase in the new collective agreement, assuming it is ratified, the total payment would be **\$29,753.57**.

Union action made the difference

It was the mobilization of our members that enabled us to achieve these significant gains. In the years ahead, we will have to keep fighting for recognition for office and administrative staff, as for all workers in the public system.