

Ministry of the Solicitor General

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MEMORANDUM TO: Regional Directors

FROM: Suzanne McGurn
Assistant Deputy Minister, Institutional Services Division

DATE: April 25, 2020

SUBJECT: Temporary Compensation Changes – COVID-19

****Please distribute to all Staff employed in an Adult Correctional Institution****

I would like to take the opportunity to thank each of you for your continued professionalism and dedication to public safety within Correctional Services. Since the declaration of the COVID-19 Global Pandemic on March 11, 2020 by the World Health Organization, each of you have had to make personal sacrifices and often make additional commitments to ensure we maintain vital public services that were both timely and responsive to the needs of those in our custody.

Our senior management team continues to work on measures that support your health and safety, protect all our workers and help keep our communities safe. The inmate population across our institutions has dropped by 2,662 since March 16 giving us more room and flexibility to address this outbreak. [Other measures](#) now in place include temperature checks for everyone entering our institutions and an enhanced phone system to limit the need for in-person counsel visits and allow family connections for inmates.

To recognize the heightened awareness and pressures faced by frontline workers in the province, the government announced that Ontario is introducing **temporary** compensation measures for staff who work in high-risk work environments during the COVID-19 outbreak. These **temporary** compensation measures will apply to non-management frontline staff who work in an adult correctional institution for an anticipated 16-week period.

The following **temporary** compensation measures will be implemented in response to the unique and time-limited COVID-19 event, effective from April 24, 2020:

- Premium pay of an additional \$4 per hour for all regularly scheduled hours actually worked.
 - For clarity, the COVID-19 premium pay will be calculated separately and distinctly from any other pay premiums (such as shift premiums) that staff may be entitled to and based on regular hourly wage. There will be no pyramiding of premium payments.

- The temporary COVID-19 premium pay shall not be considered as part of the employee's basic hourly rate.
- A monthly \$250 lump sum payment (pending 100 hours are worked) for a total of up to \$1,000 in lump sum payments over the 16-week period.

For clarity, these measures will not become part of base salaries, are not pensionable, and are intended to be in place for a defined period only. A Questions and Answers document is attached for your reference (Appendix A).

Many of you have worked tirelessly and have had to reorganize your personal lives to put in extra hours in response to this emergency. Your dedication to your profession and the public safety of Ontario has not gone unnoticed. I want to personally thank both the management team and all staff within our institutions for your continued dedication and service to the health and safety of Ontarians.

Sincerely,

A handwritten signature in cursive script, appearing to read "S. McGurn".

Suzanne McGurn
Assistant Deputy Minister
Institutional Services Division

Appendix A - COVID Premium Pay & Lump Sum Payment - Questions & Answers