

Premium Pay & Lump Sum Payment during COVID-19

Qs & As for all non-management frontline staff working within a Correctional Institution

This set of Qs and As is intended for all non-management frontline staff working in correctional institutions during the COVID-19 situation. The information below covers the guidelines surrounding pay and benefits including the temporary entitlement to premium pay and monthly lump sum payments.

Scope and Application

1. What type of pay am I entitled to?

- A. A non-management frontline employee working in a correctional institution during the COVID-19 situation, will be entitled, for an anticipated 16-week period, to the following temporary pay measures:
- 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.
 - Lump sum payments of up to \$250 per month (pending 100 hours are worked) for a total of up to \$1,000 in lump sum payments over the 16-week period.

Premium pay is subject to regular deductions and both premium pay and lump sum payments are non-pensionable earnings.

For the lump sum payments, the employer is finalizing details of a mechanism to allow eligible employees to apply to receive this funding.

Premium Pay

2. What is premium pay?

- A. Premium pay is a higher rate of pay that is typically added to an employee's hourly wage. During the COVID-19 situation, all non-management frontline staff working in a correctional institution will receive an hourly wage premium for all regularly scheduled hours worked within the institution.

3. When does the entitlement to premium pay begin and end?

- A. The entitlement to premium pay is effective April 24, 2020, and will continue for an anticipated 16 weeks.

4. How will the temporary COVID-19 premium pay impact the application of Overtime?

- A. Authorized overtime rate is applied to an employee's basic hourly rate as outlined in the respective OPSEU Corrections Collective Agreement. The overtime rate will not be applied to the temporary COVID-19 shift premium.

5. How will premium pay be reported and paid out?

- A. More information will be provided on the timing and administration of the payments.

6. Does the premium pay apply to Short-Term Sickness Plan (STSP), vacation, COVID-19 leave, or any other authorized paid leaves?

- A. No. The premium will only be applied to regularly scheduled hours that have been worked in a correctional institution.

Lump Sum Payment

7. What is a lump sum payment?

- A. A lump sum payment is a sum of money paid in a single payment instead of multiple instalments. The lump sum payment is in the amount of \$250 per month, pending at least 100 hours are worked each month. The total maximum payout cannot exceed \$1,000.

8. When does the entitlement to the lump sum payment begin and end?

- A. The entitlement to the lump sum is effective April 24, 2020, and will continue for an anticipated 16 weeks.

9. How will premium pay be reported and paid out?

- A. More information will be provided on the timing and administration of the payments.

For the lump sum payment, the employer is finalizing details of a mechanism to allow eligible employees to apply to receive this funding.

Processing Payment

10. How soon will I get paid?

- A. Pay for approved premium pay for all hours worked will be processed as quickly as possible. For the lump sum payments, the employer is finalizing details of a mechanism to allow eligible employees to apply to receive this funding.

11. Who do I contact if I have questions about my pay?

- A. If you have questions about the amount of premium pay you received, you can direct them to the institution's Scheduling Manager to confirm the number of hours that were submitted for processing.

If there is an error in the number of hours you received premium pay for you can log a ticket with the OSS Contact centre by calling **416-326-9300** or emailing askoss@ontario.ca.