

**EXPLANATION: PROTECTION PAY AND SENIORITY MATRIX FOR AUXILIARY EMPLOYEES**  
**Revised February 2009**

1.	New employees or rehire will start on Step 1 of the pay grid for their position and will start from zero to accrue service and classification seniority.
2.	An auxiliary employee is recalled to the same position within the same seniority unit, without having a loss of seniority will retain their classification seniority and their service and classification seniority will continue to accumulate. See Article 31.4, Loss of seniority.
3.	An auxiliary employee who moves without a break in service from one auxiliary job to another auxiliary job will be entitled to the provisions of Article 27.5 (8% increase in salary rule applies re: pay). The term “without a break in service” means that the employee moves from one auxiliary job to a new auxiliary job within the same seniority unit (seniority units information: refer to ETO Component, Appendix 7 and Admin. Services Component, Appendix 2) on the next available working day, taking into account shift changes, days of rest, stat holidays or approved scheduled time off. “Without a break in service” does not include recall. The auxiliary continues to accumulate service and classification seniority in the same unit. ( Refer to Article 27.5 Rate of Pay on Reclassification and Promotion)
4.	Same as scenario 3. Service and classification seniority continues to accumulate (all promotional transfers maintain their service and classification seniority).
5.	An auxiliary employee who accepts a promotion in the same seniority unit and begins their auxiliary term in the higher position prior to recall. The auxiliary is considered to be a new appointment. As the seniority unit is the same, service and classification seniority will continue to accumulate. The employee received the rate which is the closest step to 8% above their previous pay (Article 27.5).
6.	Same as scenario 5. The auxiliary is re-appointed at the new classification but the service seniority is retained. 8% rule applies to increase in pay (Article 27.5 Rate of Pay on Reclassification or Promotion). The employee receives the rate in the salary range which is the closest step to 8% above their previous rate, or the minimum of the new range, whichever is greater, but not more than the top of the new salary range.). Service seniority continues to accumulate (all promotional transfers maintain their service seniority).
7.	An auxiliary employee who is moved to a new position within the same seniority unit by the employer is entitled to retain their service and classification seniority and pay. See Article 31.3 (b), Seniority.
8.	An auxiliary employee who is moved to a new position in a new seniority unit by the employer is entitled to retain their service and classification seniority and their pay, when approved by an excluded manager. See Article 31.3 (b), Seniority.
9.	An auxiliary employee who requests a transfer within the same seniority unit prior to recall retains their service and classification seniority.
10.	An auxiliary employee who requests a transfer to another seniority unit prior to recall is considered a new appointment in the new seniority unit and does not retain their service and classification seniority. The auxiliary begins from zero to accumulate service and classification seniority in the new unit. If the lateral move takes place prior to recall and the employee later returns to their original seniority unit (e.g. temporary opportunities), they return to their same step in their previous position. If the lateral move takes place after recall, they must resign from their original position and they lose their service and classification seniority.
11.	An auxiliary employee who requests a transfer prior to recall to another seniority unit but located in the same Protection geographic location. The employee will retain their service and classification seniority and their pay. (Revised Nov 2008)
12&13.	An auxiliary employee who requests a transfer to the same or another seniority unit after recall must resign from their original position and they lose their service and classification seniority and benefits (due to resignation).
14.	An auxiliary employee who requests a transfer after recall to another seniority unit but located in the same Protection geographic location. The employee will retain their service and classification seniority and their pay. (Revised Nov 2008)
15.	Demotions, either initiated by the employee or requested by the employer vary in circumstances. Please consult the HR Consultant with specifics of the case.
16.	Where an employee is sub-paid for a period of time (one week or greater) in either their same or a different seniority unit, the maximum is an 8% increase in pay. Service seniority continues to accumulate in their substantive position.