

PROBATIONARY EMPLOYEES

WHAT YOU NEED TO KNOW





Table of Contents

01

Probationary
Period

02

Right to a
Meeting

03

Seniority

04

Benefits

05

Floating
Holidays

06

Time Off

07

Pay Increases

08

Vacation

09

Other
Resources

1. Your first sixty days of work are your probationary period.

The period is calculated as sixty **worked** days (days that you are at work). Generally, this will be three months, but if your probationary period is over the holiday break or the summer, it will stretch longer.

During this period, the Employer can decide to let you go for any reason. They do not have to give a justification. If you are having problems, it is important that you get in contact with your union steward, or any union representative, to discuss strategies to protect yourself. The union representative will never talk to your supervisor about the situation without your express permission.

At some point between Week Four and Week Eight, you should receive a midpoint review to assess how you are doing in the position.

At the end of your probationary period, you should receive written confirmation that you have successfully passed your probationary period. Even if you do not receive this confirmation, you are considered to have passed your probation once the sixty days has elapsed.

As of our most recent Collective Agreement, probationary periods can no longer be extended. If the Employer wants to extend your probationary period past the sixty days, get in touch with a union representative immediately.



2. You always have the right to meet with your supervisor with a union representative present.

As unionized employees, we have the ability to meet with our employers on equal footing. If we are dealing with an issue in the workplace (with a supervisor, a coworker, a student, workload, task distribution, harassment, etc), we can call a meeting, set the agenda, and have our supervisor respond. A union representative will be present to act as a witness, an advocate, and a note-taker. The union representative always meets the member ahead of these types of meetings, so that everyone is prepared.

Things to Watch Out For

There are a few situations that will arise during your probationary period that could have long-lasting consequences during your time at McGill.

3. Check Your Seniority

Twice a year, on June 1st and December 1st, the seniority list will be posted that states how long you have been an employee of the University. This is used to calculate how much vacation you get, your priority in scheduling vacation, and your priority when applying to other jobs as an internal applicant. It is your responsibility to verify it when it is posted, and to submit a correction if it is wrong.

If you were working as a casual at McGill immediately before your MUNACA job began, this time should be counted towards your seniority. If it is missing, you have one year to have it corrected, or else it will be too late to be changed. If you need help figuring out if your casual time should count, or calculating what it should be, contact the steward in your area or the union office.



4. Registering for benefits

If you are covered by another plan (i.e. partner or parent), it is very important that you take the time to compare and evaluate the plans and decide which is best for you.

You will only be able to enroll or switch at a later date in the case of a "life event" (getting married, having children, spouse loses their coverage, etc.) so what you decide now will potentially be the plan you are locked into for years to come.

5. Converting Floating Holidays

Each year, we are entitled to two Floating Holidays. Article 29.06 provides a mechanism where they can be "converted" for a lump sum of 0.8% of our annual salary.

Once converted, it cannot be undone and they will be converted **every** year until you leave McGill.

For this reason, the union recommends that members **do not convert their days** until they are absolutely sure that it is the right decision for them.

6. You are not entitled to paid sick days until you pass your probationary period, but that doesn't mean you can't have a day off.

Once you successfully pass your probationary period, you will have access to nine paid sick days per year to use for unforeseen illness. But what happens if you need time off during your probationary period for your physical or mental well-being? The Collective Agreement provides for other types of paid leave that you have access to immediately upon being hired:

Type of Leave	Details	Entitlement
Personal Days	<ul style="list-style-type: none">• For any reason.• Need to inform your supervisor.• Do not need to give a reason or ask permission.	<ul style="list-style-type: none">• Two per reference year.• Resets every June 1st.
Floating Holidays	<ul style="list-style-type: none">• For any reason.• Need to make a request to your supervisor.• Do not need to give a reason, but your supervisor does need to agree to the timing of it.	<ul style="list-style-type: none">• One if you start between June 1st and December 1st.• Resets to two every June 1st.
Social Leaves	<ul style="list-style-type: none">• If you get married, a family member dies, you move houses, or you need to attend a legal proceeding.• May be asked for proof.	<ul style="list-style-type: none">• Variable, outlined in Article 30 of the Collective Agreement.



7. Pay Increases are negotiated collectively, not individually.

There are three types of pay increases:

Economic Increases - Every June 1st, the entire payscale and all union members receive a negotiated percentage increase. This percentage is determined through negotiations between a team made up of union members and a team of representatives of the university administration. Any agreement they reach is put to a vote of all union members who have the final say if it is satisfactory.

This increase happens automatically and is not related to a performance evaluation.

If no agreement is in place by June 1st, then any increase will typically be retroactive once the agreement is signed.

3.00%	June 1, 2022											
Level	1	2	3	4	5	6	7	8	9	10	11	12
A	\$ 21.35	\$ 21.76	\$ 22.20	\$ 22.63	\$ 23.08	\$ 23.54	\$ 24.00	\$ 24.47	\$ 24.96	\$ 25.44	\$ 25.94	\$ 26.45
B	\$ 22.63	\$ 23.07	\$ 23.53	\$ 23.99	\$ 24.46	\$ 24.94	\$ 25.43	\$ 25.94	\$ 26.44	\$ 26.97	\$ 27.50	\$ 28.04
C	\$ 23.99	\$ 24.46	\$ 24.94	\$ 25.43	\$ 25.93	\$ 26.44	\$ 26.96	\$ 27.49	\$ 28.04	\$ 28.58	\$ 29.16	\$ 29.73
D	\$ 25.42	\$ 25.93	\$ 26.43	\$ 26.96	\$ 27.48	\$ 28.03	\$ 28.57	\$ 29.14	\$ 29.73	\$ 30.30	\$ 30.90	\$ 31.51
E	\$ 26.94	\$ 27.48	\$ 28.02	\$ 28.57	\$ 29.13	\$ 29.72	\$ 30.30	\$ 30.89	\$ 31.50	\$ 32.12	\$ 32.75	\$ 33.40
F	\$ 28.56	\$ 29.13	\$ 29.71	\$ 30.29	\$ 30.89	\$ 31.50	\$ 32.12	\$ 32.74	\$ 33.39	\$ 34.05	\$ 34.72	\$ 35.40
G	\$ 30.28	\$ 30.88	\$ 31.49	\$ 32.11	\$ 32.73	\$ 33.38	\$ 34.04	\$ 34.71	\$ 35.39	\$ 36.09	\$ 36.80	\$ 37.52
H	\$ 32.09	\$ 32.72	\$ 33.38	\$ 34.03	\$ 34.70	\$ 35.38	\$ 36.08	\$ 36.79	\$ 37.51	\$ 38.25	\$ 39.01	\$ 39.78
I	\$ 34.02	\$ 34.69	\$ 35.37	\$ 36.08	\$ 36.78	\$ 37.50	\$ 38.24	\$ 39.00	\$ 39.77	\$ 40.55	\$ 41.35	\$ 42.16
J	\$ 38.11	\$ 38.85	\$ 39.61	\$ 40.41	\$ 41.19	\$ 42.01	\$ 42.84	\$ 43.68	\$ 44.55	\$ 45.41	\$ 46.31	\$ 47.23

Step Increases - When you begin a new position, you generally begin at the bottom of the payscale for that position. Every June 1st, you move up a step. This represents a 1.97% increase. This happens automatically and is not related to a performance evaluation.

You must have started working in a position by December 31st of the previous year, in order to be eligible for the June 1st step increase.

As a new employee, on June 1st of your first year you will receive the economic increase even if you are still in your probationary period.

These step increases will continue every year until you reach the top (twelfth and final) step of your payscale.

Promotional Increases - If you move to a new position that has a higher classification, you will receive a 6% pay increase or the minimum of the higher salary scale. This happens automatically and is not related to a performance evaluation.

If you believe your position has been misclassified and should be a higher level, you can submit it to be "rematched" and if successful, you would also receive the promotional increase.

8. You start earning vacation immediately, but you won't be able to take it immediately.



When you begin at McGill, you earn vacation at a rate of 3 weeks each year but you aren't able to use it until the new fiscal year begins on June 1st. This means that for new employees there is often a significant delay before you are able to use your vacation days.

When you first get hired, you won't be able to take any of your vacation days until after the following June 1st, and then only what has been earned from the date of your hire, up to June 1st. The details are given in Article 28 of the Collective Agreement. For example, if you started June 2nd, the following June 1st, you would be entitled to a full three weeks. If you started December 1st, the following June 1st you would be entitled to the week and a half of vacation earned between December 1st and June 1st. You would have to work another full year to be entitled to the full three weeks vacation.

As mentioned above, this doesn't mean that you can't take vacation. You have Personal Days, Floating Holidays, Summer Fridays, Statutory Holidays, etc that can be pieced together for longer periods off. You can always ask for unpaid leave if necessary. Though uncommon, the Labour Standards Act does allow you to request taking vacation early.

Sometimes, many coworkers may want the same time period off. In these cases, priority is determined by **seniority** – the person who has worked at the University longest. This can be frustrating when you're new, but seniority gives an objective criteria for these decisions instead of it being based on favoritism.

9. Joining a union means you have access to the pooled resources of all of the other members

If you have a significant problem with your pay or an emergency cost, the union can help out with short-term, no-interest emergency loans

If you need to consult a lawyer for an issue unrelated to work, the union has a lawyer that will do a free initial 45 minute consultation. To sign up for a consultation, contact the local office.

Our parent union, PSAC, has negotiated a free \$10 000 life insurance plan for all members. To sign up, you will need your PSAC ID number that you can get by contacting the office.

Additionally PSAC has negotiated a series of discounts and special offers for members in good standing that can be found at <http://psacunion.ca/benefits>



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