

# ASPA Lump-sum Bonus and Retroactive Payment

**Eligible members are defined as:** permanent employees actively working in a permanent or term position, or a term employee actively working in a term of equal to or greater than one year (excluding casuals) at the time of signing a tentative agreement and still actively working in the pay period immediately prior to the pay period in which these payments will be issued. Those inactive members on leave or temporary layoff would receive their respective payments upon their return to full active status.

## 1. Who is eligible for the lump-sum bonus payments?

ASPA members are eligible for the lump-sum bonus payment if as of the date of signing July 12, 2023, they are:

- active or on approved leave/temporary or seasonal layoff AND were active or on approved leave/temporary or seasonal layoff in the pay period prior to the pay period which the payment will be issued
  - permanent employee in a permanent position in-scope of ASPA
  - permanent employee in a term position in-scope of ASPA
  - permanent Seasonal employee in-scope of ASPA
  - term employee – in the same term position in scope of ASPA for one year or greater
    - extensions without a break in employment that add up to one year in the same job contribute to eligibility.
    - eligibility for payment is based upon the expected duration of the term (i.e. one is eligible if the time from the hire to the expected end date is one year or greater; a member is not required to have worked the full year before payment is made)

### NOTES

- Casual appointments and employees in terms of less than one year are not eligible for the lump-sum bonus payment.
- Those inactive members on leave or temporary layoff would receive their respective payments upon their return to full active status.

## 2. When will I receive the lump-sum bonus payment?

Payments for active eligible ASPA members or those on seasonal layoff:

- as per eligibility requirements identified above, members who are active/on seasonal layoff will receive payment on October 15, 2023.

### Payments for eligible ASPA members will be delayed if:

Members are on an approved leave (paid or unpaid, including disability), temporary layoff, or on a graduated return to work.

- Payments will be made when the member fully returns to their permanent part-time, permanent full-time, or term (of equal or greater than one year) position.

**NOTE:** The October bonus payment of \$3,000 will be prorated based on full-time equivalency (FTE) as of October 1, 2023.

- Example: An eligible employee with 0.5 FTE position as of October 1, 2023, will receive an \$1,500 payment instead of the full \$3,000.

## 3. When will I receive retroactive pay?

Payments for active eligible ASPA members or those on seasonal layoff:

- as per eligibility requirements above, members who are active/on seasonal layoff will receive payment on October 31, 2023.

### Payments for eligible ASPA members will be delayed if:

Members are on an approved leave (paid or unpaid, including disability), temporary layoff, or on a graduated return to work.

- Payments will be made when the member fully returns to their permanent part-time, permanent full-time, or term (of equal or greater than one year) position.