



23. There is no right of appeal by the individual or department/public body against a decision to remove or reduce a labour market supplement.
24. Under no circumstances will the labour market supplement alter the evaluation of the position determined through the job evaluation process.
25. Where a labour market supplement payment has been deemed appropriate, it must be applied to all identical positions within the public service. The Departments of Human Resources and Finance will coordinate the identification and application of the labour market supplement payment to the identical positions.

PROCEDURE

26. The department/public body must complete an application for the Labour Market Supplement Submission (Appendix B) that ensures they have supplied all relevant documentary evidence including (but not limited to):
 - The effect on services by not filling the position(s);
 - Number and range of vacancies (how many positions, where are they located, etc.);
 - Current position evaluations (pay range and annual salary) and requested labour market supplement percentage (not exceeding 25% of base salary);
 - Position evaluations (pay range and annual salary) of all subordinate and supervisor positions;
 - The attempts to recruit to fill the position (number of attempts, type of advertisements, media used, frequency, timing etc.);
 - Results of competitive processes (number of competitions, number of screened-in applicants, etc.);
 - Assessment of appropriateness of current position screening criteria (are the requested knowledge, skills, and abilities bonafide requirements, or should they be listed as assets);
 - Options of reorganizing the work or delivering the services in a different way;
 - Succession planning, or longer-term workforce planning initiatives, to show how the recruitment and retention difficulties are being addressed e.g. trainee programs, internships; and
 - Comparative public sector pay data from other Canadian jurisdictions.
27. The Submission (Appendix B) must be approved and signed by the department/public body Deputy Head and forwarded to the Deputy Minister of Human Resources.

