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Le syndicat des professionnels de la finance.

# CT Group Phase II implementation – Questions and answers

The Q&A is organized by category:

- Background information and immediate next steps
- Salary protection
- Duties, qualifications, and your options
- Your union and collective agreement

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## Background information and immediate next steps

### 1. What is Phase II of the CT Group implementation?

Driven by the *Federal Accountability Act*, the new Comptrollership (CT) group was implemented on September 28, 2023. It brought together most of the stewardship work within the core public administration (CPA). The new CT group now includes the former Financial Management (FI) group, Auditing (AU) group, and some Administrative Services (AS) jobs whose primary purpose is internal audit.

In Phase I of the implementation, AS positions performing internal audit work were converted to CT-IAU. Further, all FI and AU positions were renamed to CT-FIN and CT-EAV. Phase II of the implementation is now underway.

During Phase II, positions assigned internal audit work that are not classified as CT-IAU will be examined to assess if they should be reclassified to CT-IAU. This means that in the coming weeks and months, each department will review the work of positions performing internal audit work, evaluate the work, and reclassify positions accordingly. You will be consulted throughout this job validation review exercise. The staffing action used to implement the changes will be a reclassification and will include salary protection where applicable.

## **2. Why wasn't my position converted to CT-IAU on September 28, 2023, along with the others?**

The first step in the conversion process (CT Implementation Phase I) was to rename FIs to CT-FIN, AUs to CT-EAV and convert ASs doing internal audit work to CT-IAU. Since your position is not AS, it was not converted along with others.

## **3. What happens if my position is impacted and how will I know?**

If you are currently assigned internal audit work and you are not classified as a CT-IAU, your position will be assessed by your department's classification team. If, as a result of the assessment, your position is reclassified to CT-IAU, you will receive a notification from your manager.

This formal written notification will inform you of the reclassification of your position, including the point ratings, updated job description, and your appointment in the position. The effective date of the reclassification will be indicated on the notification and is expected to be within 30 days of notification.

## **4. What is the timeline for any impending changes?**

The employer's timelines are fluid given that every department is proceeding at their own pace upon completion of internal auditing occupational review. It's ACFO's understanding that in the coming weeks and months, each department will review the work of positions performing internal auditing work, evaluate the work, and reclassify positions accordingly. Speak to your manager to determine the next steps for your position.

## **Salary protection**

### **5. How will my new CT-IAU classification affect my salary?**

Once your position has been evaluated, you will be notified of this change along with information on the effective date which will be future dated. This future date indicates the date on which salary protection will apply to you should the new rate of pay be lower than your current rate of pay. Salary protection will apply to your pay rate and will continue until you vacate the position or until the maximum of the reclassified level becomes greater than your former maximum pay rate.

Salary protection does not mean your salary is frozen as you will retain the rates of pay applicable to your former classification level. This means you will continue getting your annual step increase.

**For example:** If your position is reclassified from a CT-FIN to a CT-IAU, with a lower maximum rate of pay, you would retain the CT-FIN rates of pay. Your increments would continue until the maximum attainable rate of pay is reached. This would apply until either you vacate the position or until the maximum of the reclassified CT-IAU level becomes greater than your former CT-FIN maximum pay rate.

## **6. What if I am reclassified downwards or slotted into a lower pay increment?**

Salary protection measures will apply to positions reclassified downward or to reclassified positions that have a lower maximum rate of pay pursuant to the [Directive on Terms and Conditions of Employment](#). This means **employees whose new position results in a downward reclassification, or a lower maximum rate of pay retain the rates of pay of their former position.**

In addition, employees also remain salary protected until the maximum rate of pay of the reclassified level becomes greater than that of the former classification level or until the employee vacates the position. The salary protection will become effective as indicated in the formal written notification of reclassification of your position, which is expected to be 30 days after you have been notified.

## **7. What does it mean to be salary protected?**

See answer to question 5 above.

For example, if your position is reclassified from a CT-FIN to a CT-IAU, with a lower maximum rate of pay, you retain the CT-FIN rates of pay. Your increments continue until the maximum rate of pay is reached under the CT-FIN rate of pay. This applies until either you vacate the position or the new rates of pay of your new CT-IAU classification surpass the salary protected rates of pay (i.e., the CT-FIN rates). The protected rate of pay also applies for calculations of overtime, vacation cash-out, and in determining acting pay.

The same approach applies to EC and IT positions. If your position is reclassified from an EC or IT position to a CT-IAU position, with a lower maximum rate of pay, you will keep the EC or IT rates of pay (and receive pay increments). You will remain salary protected until the maximum of the reclassified level becomes greater than that of the former classification level or until you vacate the position.

## **Duties, qualifications, and your options**

### **8. How will this impact my duties?**

While there is a change in classification group and level, there should be minimal changes to your day-to-day work. If anything, your new CT-IAU job description should more accurately reflect the internal audit work you are currently doing. If that is not the case, see Question 9.

### **9. I don't agree with my new CT-IAU job description. What are my options?**

Speak to your manager early in the process to discuss the nature of your work and ensure that all your duties and the primary purpose of your job are considered in the job evaluation exercise being conducted by your departmental classification advisor and your manager.

After receiving the formal written notification of the new CT-IAU job description being applied to your position, you will have 25 calendar days to file a job content grievance. It should be submitted to your immediate supervisor or local manager.

Prior to filing a grievance, you should contact your union for assistance and advice. More specifically, employees formerly an EC or IT at the time of reclassification being presented with a new job description should contact the bargaining agent for their occupational group, which are CAPE and PIPSC respectively. CT-FINs being reclassified to CT-IAU should contact the ACFO-ACAF labour relations team at [labourrelations@acfo-acaf.com](mailto:labourrelations@acfo-acaf.com).

## **10. I don't agree with the reclassification of my position to CT-IAU, what are my options?**

Speak to your manager early in the process to discuss the nature of your work and ensure that all your duties and the primary purpose of your job are considered in the job evaluation exercise being conducted by your departmental classification advisor and your manager.

After receiving the formal written notification of the reclassification of your position, you have 35 calendar days to file a classification grievance. It should be submitted to your immediate supervisor or local manager. The process to submit a classification grievance is outlined in the [Directive on Classification Grievance](#).

Prior to filing a grievance, you should contact your union for assistance and advice. More specifically, employees formerly an EC or IT at the time of reclassification should contact the bargaining agent for their occupational group, which are CAPE or PIPSC respectively. CT-FINs being reclassified to CT-IAU should contact the ACFO-ACAF labour relations team at [labourrelations@acfo-acaf.com](mailto:labourrelations@acfo-acaf.com).

## **11. Will there be any changes to the linguistic profile of my position?**

The language requirements of your position are established in accordance with the Treasury Board [Directive on Official Languages for People Management](#) and the [Official Languages Act](#) and its regulations. Unless the language requirements of your position change, there will be no change to the corresponding linguistic profile due to any occupational group change.

## **12. Do I need to meet the CT-IAU educational qualifications standards?**

Yes. If you are currently responsible for internal audit work and your position is reclassified to CT-IAU as part of Phase II, your manager will need to assess whether you meet the new minimum educational qualification standards. You will be required to meet the minimum educational qualifications, which is a degree from a recognized post-secondary institution, with acceptable specialization in a field relevant to the duties of the position to be staffed.

Term employees whose positions are reclassified to CT-IAU also need to meet the new minimum qualifications to be appointed to their reclassified CT-IAU position.

If you do not meet the qualification standards, speak to your manager to determine if acquired rights will apply, if educational training will be provided to you, or if you will be deployed in another at-level position.

## **Your union and collective agreement**

### **13. Who's my union going forward?**

For CT-FINs impacted by the reclassification, ACFO-ACAF will continue to be your union.

For EC and IT employees impacted by the reclassification, your union will change on the effective date of the reclassification to ACFO-ACAF.

For more information on who we are, [visit our website](#). We encourage all new auditors joining us to [register your membership](#) to help ACFO-ACAF learn more about our newest members. It also ensures that you are provided with important onboarding material and remain informed on the latest CT-IAU updates or ACFO-ACAF initiatives.

### **14. Will my terms and conditions of employment in the collective agreement change because of the reclassification process?**

Apart from salary protected rates of pay (where applicable), on the effective date of reclassification to the CT-IAU group, your terms and conditions of employment will be subject to the CT collective agreement. The CT-IAU rates of pay can be found in [Appendix A of the CT collective agreement](#).

For CT-FIN incumbents being reclassified to IAU, apart from salary protected rates of pay (where applicable), there is no change; the CT Collective agreement continues to apply.

For EC and IT incumbents being reclassified to CT-IAU, apart from salary protected rates of pay (where applicable), the reclassification means your position will no longer be subject to the EC or IT collective agreements. Your position will thereafter be subject to the terms and conditions of employment under [the CT collective agreement](#).

If you have questions about the CT collective agreement, contact your ACFO-ACAF labour relations team at [labourrelations@acfo-acaf.com](mailto:labourrelations@acfo-acaf.com).

### **15. What will happen to my union dues?**

For CT-FIN members being reclassified to CT-IAU, there will be no change in union dues being paid to ACFO-ACAF.

For EC and IT incumbents being reclassified to CT-IAU, your union dues will be changed along with your bargaining agent to ACFO-ACAF. On a go forward basis, the change in union dues will come into effect on the first day of the month following the effective date of your reclassification.

ACFO-ACAF is the certified bargaining agent for the CT Group. Union dues are monthly contributions (\$71.90 as of April 1, 2024) made to ACFO-ACAF which ensure that you receive high-quality representation. We're pleased to provide world-class services while maintaining some of the lowest union dues of all the Federal Bargaining Agents.