

**GUIDELINES  
FOR THE IMPLEMENTATION  
AND APPLICATION OF THE  
25-YEAR LONG SERVICE STEP (LSS25)**

Effective March 23, 2024

Article: 9:03

Article: 16:04, 16:07, 16:10, 16:11

Appendix "C": 5:12

Government Employees' Master Agreement (GEMA)

2023 - 2027

**GEMA, Article 9 – Pay, Article 16 Merit Increase – in part, states:**

**PAY**

9:03 Where an employee receives a benefit arising out of the employee's position, unless the salary schedule provides that such benefit shall be in addition to the salary provided for the position, a fair and reasonable charge as recommended by Joint Council and approved by the Lieutenant Governor in Council may be made for the benefit.

**MERIT INCREASE**

16:04 Where the pay range for an employee's classification permits, an employee shall be eligible for a merit increase twelve (12) months from the employee's anniversary date established in accordance with this Article provided the employee has accumulated 1,008 regular hours of work during that twelve (12) month period. If an employee has not accumulated 1,008 regular hours during that twelve (12) month period and as a result has not received a merit increase, the employee is eligible for a merit increase at the employee's next subsequent anniversary date twelve (12) months hence provided the employee has accumulated 1,008 regular hours during the preceding twenty-four (24) month period. In a similar manner, an employee who has not accumulated 1,008 regular hours over the preceding twenty-four (24) month period is eligible for a merit increase at the employee's next anniversary date following the accumulation of 1,008 regular hours.

16:07 The effective date for an employee's merit increase shall be the first day of the bi-weekly pay period which includes the employee's anniversary date. An employee must be in the classification on the employee's anniversary date in order that the merit increase shall take effect at the beginning of the bi-weekly period that includes the said anniversary date.

16:10 NEW Effective March 23, 2024, employees who meet the following criteria shall be eligible for the 25-year Long Service Step identified in the pay plan for each classification:

- (i) Twenty-five (25) or more years of calendar service; and
- (ii) the employee has been at the 20-year long service step for a minimum of 12 consecutive months.
- (iii) eligibility for the 25-year Long Service Step is subject to Article 16 – Merit Increases and Appendix “C” – Part Time Employees, Section 5:12 – Merit Increases for Other Than Departmental Employees.

16:11 NEW Employees who do not meet the above criteria in Article 16:10 on March 23, 2024, shall be eligible for the 25-year Long Service Step on the employee's

anniversary date in which the employee meets both conditions (i) and (ii) outlined in 16:10 above.

## **APPENDIX “C” – APPLICATION OF BENEFITS TO PART-TIME EMPLOYEES**

### 5:12 Merit Increases for Other Than Departmental Employees

Eligibility for merit increases will be based on calendar service provided the employee has received pay for at least 416 (403) (377) hours exclusive of overtime.

## **General Guideline for Introduction and Implementation of the 25-year Long Service Step (LSS25)**

The following guideline is provided **outside** the terms and conditions of the GEMA for information purposes only and to assist with the implementation of the 25-year Long Service Step.

- Effective March 23, 2024, a new 2% twenty-five (25) year Long Service Step (LSS25) has been added to each classification in the Pay Plan. In the Pay Plan the LSS25 will be identified by two (2) boxes.
- The LSS25 shall be calculated consistent with current practice to establish pay plans.
- The LSS25 shall be distinguished in each classification pay plan as the “25-year Long Service Step”.

Applicability:

- The LSS25 is subject to the provisions of GEMA and specifically:
  - LSS25 is subject to Article 9:03 – Pay.
  - LSS25 is subject to Article 16:04, 16:07, 16:10 and 16:11 – Merit Increases.
  - Appendix “C” – Application of Benefits to Part-Time Employees, Article 5:12 – Merit Increases for other than Departmental Employees.

## Applicable Definitions (GEMA, Article 1, in part)

1:06 **"calendar service"** means the length of continuous service from the employee's most recent date of hire to the present. Periods of lay-off, while not affecting the continuity of service, are not included in the calculation of calendar service.

1:07 **"casual employee"** means an employee who normally works less than the full normal daily, weekly or monthly hours of work, as the case may be, and whose work is irregular, or non-recurring or does not follow an ongoing predetermined schedule of work on a regular and recurring basis. Notwithstanding the foregoing, casual employees may be employed for a short duration to replace employees who are absent for any reason.

1:11 **"continuous service"** means consecutive and contiguous days, weeks, months and/or years of employment with the Government of Manitoba where there has been no break in service involving termination of the employee.

1:13 **"departmental employee"** means a person employed in or under the Department of Infrastructure and Transportation, the Department of Conservation and Water Stewardship whose appointment is made to a position designated as departmental for payroll or budget purposes.

1:18 **"increment"** means the amount per annum provided as a rate of increase in the applicable salary payable to any eligible employee, which unless the context of the relevant approved pay range otherwise clearly indicates, may be granted annually on the applicable anniversary dates.

1:19 **"lay-off"** means to temporarily remove from a position of employment subject to the employee retaining such rights as set out under this Agreement.

1:21 **"part-time employee"** means an employee who normally works less than the full normal daily, weekly or monthly hours, as the case may be, and whose work follows an ongoing, predetermined schedule of work on a regular and recurring basis.

1:23 **"promotion"** means a change of employment from one (1) position to another having a higher maximum salary.

## Frequently Asked Questions

### 1. How will I know if I am eligible?

The LSS25 will be administered in a similar manner to Merit Increases. If you meet the eligibility requirements stated in 16 and Appendix C - Article 5:12, you will receive the LSS25 in accordance with Article: 9:03.

If, as of March 23, 2024, you meet the criteria noted in article 16:10 you will receive the LSS25.

### 2. What happens if I resign or retire before I become eligible for the LSS25?

You are not eligible to receive the LSS25 if your employment is terminated before meeting the eligibility threshold.

### 3. If I will meet all of the eligibility requirements for the LSS25, a month after my anniversary date, when will I receive it?

If you are not eligible as of March 23, 2024, as per Article 16:11, you shall be eligible for the LSS25 on the next anniversary date on which you meet the eligibility requirements in Article 16:10.

### 4. What if I am an employee of the Province of Manitoba but am governed by a collective agreement other than the GEMA?

If you are not covered by the GEMA, please refer to the provisions of your Collective Agreement.

### 5. What if I am a non-represented or executive employee, will I receive the LSS25?

Non-represented or executive employees will also be eligible for LSS25. The same eligibility criteria for represented employees in GEMA will apply.

### 6. If I am paid at the LSS25 and accept a promotion to a classification with a higher pay scale, will I continue to receive the LSS25 in the new position?

It depends. You may be placed at the LSS25 in the new position. As outlined in the [Public Service Commission – Pay Practices Policy](#), “an employee is appointed to a position with a higher maximum rate, “an employee will be paid, if possible one full increment more than the rate of pay the employee was being paid in the employee’s former position.”

**7. If I am paid the LSS25 and I am transferred to a different position but remain paid in the same classification, will I continue to be paid the LSS25?**

Yes. If you remain in the same classification, you will continue to be paid the LSS25.

**8. If I am on a secondment, will I receive the LSS25 if I meet all of the criteria?**

Yes. If as of March 23, 2024, you meet the criteria noted in article 16:10 and are on a secondment, you will receive the LSS25.

If, in the future you are on a secondment and become eligible based on the criteria noted in article 16:11, you will receive the LSS25.

As outlined in the Public Service Commission, 2.1.0 Staffing Methods, a secondment is “the temporary assignment of an employee within their staff year to another branch, division or department of the Manitoba Government.”

**9. If I am on an interchange agreement, will I receive the LSS25 if I meet all of the criteria?**

Yes. If as of March 23, 2024, you meet the criteria noted in article 16:10 and are on an interchange agreement, you will receive the LSS25.

If, in the future you are on an interchange agreement and become eligible based on the criteria noted in article 16:11, you will receive the LSS25.

As outlined in the Public Service Commission, 2.1.0 Staffing Methods, an interchange is “an agreement between two organizations, involving the temporary assignment of an employee to the receiving organization while remaining in their home organization’s staff year. Interchanges are possible between the Manitoba government (department, special operating agency, independent office of the legislative assembly) and another organization in the public, private or not-for profit sector.”

**10. If I am transferred into the Province of Manitoba on a reciprocal agreement, will I receive the LSS25 if I meet all of the criteria?**

No, one of the eligibility criteria is that you must have 25 or more years of calendar service as a public servant in the public service.

As outlined in the [Public Service Commission – Reciprocal Agreements Policy](#), "A reciprocal agreement is a written agreement between employers which allows employees to have their calendar service and accumulated service with their previous employer recognized for the purpose of calculating the earning rates for vacation, sick leave and in some instances severance pay/service allowance. An employee must have commenced employment with the public service with no break in service between jobs. A reciprocal agreement also allows an employee to have their calendar service with their previous employer applied to any waiting periods attached to specific health benefits plans such as dental, health spending account, etc. In some instances sick leave and/or vacation credits may also be transferred."

**11. If I transferred into the Province of Manitoba in a Transition Agreement, will I receive the LSS25 if I meet all of the criteria?**

No, one of the eligibility criteria is that you must have 25 or more years of calendar service as a public servant in the public service.

**12. If I am on acting status, will I receive the LSS if I meet all of the criteria?**

Yes. If as of March 23, 2024, you meet the criteria noted in article 16:10 and are on acting status, you will receive the LSS25.

If, in the future you are on acting status and become eligible based on the criteria noted in article 16:11, you will receive the LSS25.