

## Guidelines for Chief and Senior Administrative Bonuses

The PARO-CAHO Agreement defines “Chief” and “Senior Residents” and sets out the stipend amount. The definitions and stipend amounts can change with contract negotiations. Program Directors should review the agreement from time to time for up-to-date information. *These guidelines apply to Ministry of Health funded trainees only.*

[http://www.myparo.ca/PARO-CAHO\\_Agreement#Administrative Bonuses](http://www.myparo.ca/PARO-CAHO_Agreement#Administrative Bonuses)

**The PARO-CAHO contract 2015 states:**

### **ADMINISTRATIVE BONUSSES**

17.1 A Chief Resident, for the purpose of administrative bonus, shall be defined as a resident who has responsibility for six (6) or more assistant residents. There will be only one (1) Chief Resident in a hospital department.

17.2 A Senior Resident for the purpose of administrative bonus, shall be defined as a resident who is the most senior in an approved specialty/subspecialty training program within a clinical department or in a department with no Chief Resident who supervises clinical clerks, or residents, or has the responsibilities for administrative or educational duties.

17.3 In a hospital or department without a Chief or Senior Resident for periods of six (6) months or longer, it is agreed that the PGY1 assigned administrative responsibilities will be paid the administrative stipend.

17.4 Administrative supplements shall be: (2015 academic year)

Chief Resident \$4,119  
Senior Resident \$2,060

17.5 Where the resident is a Chief or Senior Resident for only part of the year, the amount of the supplement to be paid shall be pro-rated according to the time spent in that category.

17.6 The hospital shall maintain an up-to-date list of Chief Residents and Senior Residents by department and name, and make this list available on request.

### **MCMASTER UNIVERSITY PROCESS**

#### **Chief/Senior Resident Submission:**

Program Administrators email the Chief and/or Senior Resident(s) list to Dana Szostak [dszosta@mcmaster.ca](mailto:dszosta@mcmaster.ca) in the Postgraduate Medical Education Office (PGMEO). **\*\*Precise information is needed for the proper processing of payroll documents.**

July 1 to December 31 deadline submission to Dana is: **May 30**  
January 1 to June 30 deadline submission to Dana is: **November 30**

Throughout the academic year, the PGME office will email a monthly spreadsheet to all Program Administrators to verify Chief/Senior Residents before submitting to Human Resources. If there are any changes, please notify Dana ASAP.

If the position of Chief or Senior Resident is split between two or more residents during the course of an academic year, the stipend is pro-rated accordingly.