

# KEY ELEMENTS OF THE PSAC WORKFORCE ADJUSTMENT APPENDIX



Public Service Alliance of Canada  
Alliance de la Fonction publique du Canada

## Workforce Adjustment

The Workforce Adjustment Appendix is an appendix to your collective agreement. It is the policy of the Employer to maximize employment opportunities for indeterminate employees affected by workforce adjustment situations. (Objectives)

When the Department/Organization decides that the services of 1 or more indeterminate employees will no longer be required beyond a specified date because of a lack of work, the discontinuance of a function, a relocation in which the employee does not want to participate or an alternative delivery initiative. (Definition)

PA: Appendix D; SV: Appendix I;  
TC: Appendix T; EB: Appendix B;  
FB: Appendix C

## Notification to PSAC

Departments or organizations shall advise and consult with the PSAC representatives as completely as possible regarding any workforce adjustment situation as soon as possible after the decision has been made and throughout the process, and will make available to the PSAC the name and work location of affected employees. (2.1.1)

Before notifying any potentially affected employee, departments or organizations shall send a notice to the PSAC National President; with the identity and location of the work unit(s) involved, the expected date of the announcement, the anticipated timing of the workforce adjustment situation and the number, group and level of the employees who are likely to be affected; confidentially in writing with the at the earliest possible date and under no circumstances less than two (2) working days before any employee is notified of the workforce adjustment situation. (2.1.3 & 2.1.4)

## Notification of Affected Status (for lack of work, discontinuance of a function or a relocation of a work unit)

An indeterminate employee receives written notification that his/her services MAY no longer be required (and is affected) (definition & 1.1.6) or that the department or organization has decided to relocate the work unit in which case all employees whose positions are to be relocated, will be provided with the opportunity to choose whether they wish to move with the position or be treated as if they were subject to a workforce adjustment situation. (3.1.1)

The department or organization will review the status of each affected employee annually, or earlier, from the date of initial notification of affected status and determine whether the employee will remain on affected status or not (subsection 1.1.38), and notify the employee in writing of the nature of the decision within 5 days. (1.1.39)

## Written Notice of Relocation of a Work Unit

Employees have up to six months to decide if they wish to move with their position or to be treated as if they were subject to a workforce adjustment situation (section 3.1) and either be given and GRJO or access to the options in Part VI of the WFAA.

## Voluntary Departure Programs

1. After employees receive affected letters, departments and organizations shall establish voluntary departure programs for all workforce adjustment situations involving five or more affected employees working at the same group and level and in the same work unit. Employees have a minimum of 30 calendar days to decide if they wish to participate. Employees who volunteer to leave the public service will have access to options 6.4.1(B), (C)(i) or (C)(ii)

## Official Notification of WFA Status

An affected employee must receive written notification that they will receive a guarantee of a reasonable job offer or be made opting where they will then have to choose between four different opting provisions. (see next page)

### Employee Decides not to Move with the Position

Deputy Head provides a GRJO or Options

### Employee Decides to Move with the Position

NJC Relocation Directive Applies

