

# WORKFORCE ADJUSTMENT

The Workforce Adjustment Appendix was won through bargaining and is part of your collective agreement. This flowchart outlines the key steps in the process, not all details. Consult the appendix for further info.

## CRA

### Guarantee of a Reasonable Job Offer (GRJO)

If you receive a guarantee of a reasonable job offer, you will continue to be employed and paid until you are offered a new job.

### No GRJO or RJO

If you don't receive a GRJO or RJO and your position is unique in your work unit, you are surplus and will be made opting. Whether your position will be eliminated depends on if there are more employees than available positions in your group, level and work unit, and the outcome of the VDP and retention processes.

### Surplus/Opting

If you're notified in writing that you are surplus and there's no guarantee of a reasonable job offer, you become an opting employee. You have 120 days to choose one of the four options below. If you don't choose, Option A is assigned by default. You're also eligible for \$1,200 in financial and job counselling services.

### Initial Notification of Affected Status

You'll be notified if your position is affected due to lack of work, relocation, discontinuance of a function, or alternate delivery initiative (e.g., the transfer of any work, undertaking or business to any employer that is outside the CRA). Other details about your status — surplus preferred, opting, or in receipt of a guarantee of a reasonable job offer — may be included in the letter or confirmed later.

#### Accept a reasonable job offer (RJO)

If the offer is at a lower level, your salary, pension, and benefits are protected. Your preferred status will also be reinstated for a position at your former level

#### Refuse a reasonable job offer

If you refuse, you'll be laid off no sooner than six months from your official WFA notice. Your salary, pension, and benefits will end at termination. You'll still receive fifteen (15) months layoff preferred status and severance.

#### Voluntary departure program (VDP)

If your work unit has five or more affected employees at the same group and level, you may volunteer to leave. You'll have at least 30 days to decide whether to participate, and may choose Option B, C(i), or C(ii).

If there is a VDP, it must occur before a retention process. If enough volunteers leave through VDP, a retention process will not be needed. If not, the CRA will proceed with retention processes. These processes will result in you either being retained or becoming an opting employee.

#### Retention process

When there are more employees than positions, the CRA will conduct a retention process to determine who stays. You'll be informed of the criteria, how you'll be assessed, and how to request accommodation. After the process, you'll be notified whether you're retained or become an opting employee.

#### Alternation program

During the 120-day decision period or during a surplus preferred status period (if you choose Option A), you may swap positions with a non-affected employee who agrees to leave the CRA. If approved, that employee may choose Option B or C(i), but their transition support may be reduced depending on how long you've been in surplus preferred status.

#### Option A: Surplus preferred status

The length of your surplus preferred status period depends on your years of service in the public service on the day you're informed that you are an opting employee.

- If you have less than 10 years, then you have a 12-month surplus preferred status period to secure a reasonable job offer with help from the employer.
- If you have 10 to 20 years of service, then you have a 14-month surplus preferred status period.
- And if you have more than 20 years of service, then you have a 16-month surplus preferred status period.

And any unused days from the 120-day decision period can be added upon request.

Your salary, pension, and benefits are maintained, and you're eligible for up to two years of re-training. If you resign partway through the surplus preferred status period, you receive a lump-sum payment equal to the balance of the surplus preferred status period of up to six months.

You're laid off if after the 12-month, 14-month, or 16-month surplus preferred status period ends you have no job offers. Your salary, pension, and benefits end upon layoff, but you are eligible for severance, one-year layoff preferred status, and up to two years of retraining to facilitate rehiring.

#### Option B: Resignation with transition support measure

You resign and receive the transition support measure, a lump sum payment based on years of service, in addition to severance. You may also be eligible for a pension waiver, but your salary and benefits end at termination.

#### Option C (i): Education allowance and resignation

Same as Option B, plus up to \$17,000 for education-related expenses. Receipts required for reimbursement of tuition, books, and equipment.

#### Option C (ii): Education allowance and leave without pay

Same as Option C(i), but you delay departure with a leave without pay of up to two years, with proof of enrollment, and up to \$17,000 for education-related expenses, with receipts provided.

Benefits and pension can continue during the leave, but you must pay both the employee and employer contributions. After two years, if you haven't secured a new position, you'll be laid off and receive layoff preferred status for one year.