

## **Member Checklist: What to do if you receive an affected notice?**

Being in a workplace that is undergoing WFA is stressful for both those who are affected and those who are not. You are not alone – PSAC is here to support you. For those affected, navigating WFA can feel especially overwhelming. Here are some suggestions for navigating the process—staying proactive can make all the difference.

- ☐ Prioritize your mental well-being. Seek out trusted wellness resources and support systems available to you, which may include the employee assistance program (EAP) available as part of your health benefits.
- ☐ Rely on accurate and verified information rather than hearsay or informal conversations with individual managers or supervisors. Seek out information through official, transparent channels and to consult with your union representatives to confirm and clarify any details.
- ☐ Stay aware of deadlines and verify them with your supervisor to ensure clarity and keep a personal record so you don't miss important steps. Ensure you respond to requests from the employer within the specified deadlines. You may, understandably, just want the whole situation to disappear because the decisions you are forced to make are difficult. Unfortunately, not doing anything will make the situation worse and potentially result in an outcome that isn't the best one for you.
- ☐ Within those timelines, take the necessary time to carefully evaluate your options. Continue asking questions of both your employer and union representatives about your particular situation and your options.
- ☐ After becoming informed, seriously consider all of the options available to you with particular emphasis on what the best option is for you. WFA requires you to make difficult choices, and the choice that you make depends on your individual circumstances.
- ☐ Maintain open and consistent communication with your supervisor or manager. Ensure you can be easily contacted by your employer.
- ☐ If your desire is to remain employed by the federal government, play an active role in seeking alternate employment within the public service and seriously consider all job offers. Advocate assertively and proactively when engaging with your departmental human resources advisors. Ask specific and direct questions about the steps they are taking to support your transition to new employment within another department or agency. Hold them accountable for providing equitable opportunities and resources, ensuring that you receive fair and transparent assistance in your career progression.

☐ Ask your manager about training opportunities to help develop your skills. Departments are required to establish systems to facilitate redeployment or retraining of their affected employees, surplus employees, and laid-off persons. Take initiative and follow through on these opportunities to stay proactive in your growth. For more information, see Part IV of the WFA appendix.

☐ Keep your CV updated and tailor it to the specific roles you're applying for. Take advantage of any available resources or support to help you refine it effectively.

☐ Stay connected and maintain open, supportive communication with your union. Share updates with both local and national union leadership about what you're hearing, as it may be valuable to bring these concerns to a joint WFA committee meeting. Make sure your union can easily reach you by keeping your contact information up to date.

☐ Seek the support of your union. You have the right to representation throughout the WFA process. Union representatives offer important resources in assisting members through the job loss or transition process.

☐ Get involved in the collective fight against cuts to public services and job losses. Sign up for [PSAC](#) and your component union's mailing lists. Reach out to your local executive and offer to lend a hand.

☐ Visit [psacunion.ca/workforce-adjustment](https://psacunion.ca/workforce-adjustment) for up-to-date resources. Take the time to familiarize yourself with your rights under the WFA appendix. The more you know about the WFA, the more you can ensure you are being given all of your options and entitlements.

Union protections and processes are the most important resource assisting members through the job loss or transition process and members have the right to representation through it from before it starts until after it ends.