

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.

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 service delivery (e.g., contracting out or creation of a new agency). Other details about your status — surplus, opting, or in receipt of a guarantee of a reasonable job offer — may be included in the letter or confirmed later.

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.

Accept a reasonable job offer (RJO)

If the offer is at a lower level, your salary, pension, and benefits are protected. Your priority 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 one-year layoff priority status and severance.

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 SERLO processes.

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 SERLO. If enough volunteers leave through VDP, SERLO will not be needed. If not, the employer will proceed with SERLO. These processes will result in you either being retained or becoming an opting employee.

Selection of employees for retention or layoff (SERLO)

When there are more employees than positions, the employer will conduct a selection 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.

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.

Alternation program

During the 120-day decision period or during a surplus priority period (if you choose Option A), you may swap positions with a non-affected employee who agrees to leave. 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 status.

Option A: Surplus priority status

You have 12 months to secure a reasonable job offer with help from the employer, and 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 period, you receive a lump-sum payment equal to the balance of the surplus period of up to six months.

You're laid off if after the 12-month surplus priority period ends you have no job offers. Your salary, pension, and benefits end upon layoff, but you are eligible for severance, one-year layoff priority 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 priority status for one year.