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| **Relocation of a Work Unit*** In cases where a work unit is to be relocated, employees must be notified in writing and provided with 6 months to decide whether to move with the relocated position.
* If an employee decides not to move with their position, the deputy head can provide the employee with a GRJO or access to the options.

**NOTIFICATION OF AFFECTED STATUS**An indeterminate employee receives notice that his/her services MAY no longer be required beyond a specified date due to a WFA situation (lack of work, discontinuance of a function, relocation of a work unit or transfer of a function outside the Public Service).  |
| **OFFICIAL NOTIFICATION OF WFA STATUS**An indeterminate employee receives a written notice that his/her services WILL no longer be required or that the relocation of the work unit has been approved. Deputy Head to determine whether employees will be considered “surplus” or “opting.” |

**Alternation Program**

Employee may participate in Alternation Program during the 120- day opting period and for additional 12 months if Option A selected.

**Opting Employee - No Guarantee of a Reasonable Job Offer (GRJO)**

**Surplus Employee with Guarantee of Reasonable Job Offer (GRJO)**

**OPTING EMPLOYEE**

Employee receives a letter from the Deputy Head and has 120 days to choose among 3 options.

* Employee must choose 1 of the 3 options and cannot change it once submitted.
* If employee fails to select an option, “Option a)” is deemed to be the selected option.

**SURPLUS PRIORITY STATUS**

Employee receives a letter giving him/her surplus priority rights for appointment to other positions in the public service. Individual remains in surplus status until appointed to another indeterminate position, laid-off or chooses to resign.

**Option A)** 12-Month Surplus Period in Which to Secure a Reasonable Job Offer (RJO). Alternation Program also applies.

\*May extend by remainder of 120-day opting period.

**Option B)** Transition Support Measure (TSM) – cash payment based on employee's years in the public service.

**Option C)** Education Allowance

Cash payment equivalent to the TSM, plus reimbursement of up to $17,000 (refer to applicable WFA agreement) for receipted expenses for tuition fees, costs of books and mandatory equipment.

**Individual refuses GRJO**

* Laid-off but no sooner than 6 months from start of surplus period
* One month lay-off notice required
* Lay-off priority for 1 year
* Severance pay at lay-off rate

**Individual accepts GRJO**

* If appointed to a lower-level position, salary is protected until appointed or deployed to a position with a maximum pay rate equal to that of the surplus position.
* If appointed to a lower level, a Reinstatement Priority for reappointment to the former level is provided.
* Retraining may be provided.

**Employee Resigns – Option B or C (i)**

* Lump-sum amount(s). The cash amount ranges from 4 to 52 weeks' salary (see collective agreement or WFA Directive).
* Management establishes departure date.

**C (ii) - Employee requests leave without pay (LWOP) for a maximum of 2 years**

* Delay departure date and go on LWOP while attending learning institution. Note: Proof of registration required within 12 months of starting LWOP, otherwise deemed to have resigned from public service and considered laid-off for severance pay purposes.
* At the end of the 2 years, the employee is laid off unless alternate employment is found and provided 12-month lay-off priority status.

**Surplus Priority Status**

Employee receives a letter giving him/her surplus priority rights for appointment to other positions in the public service

* 12-month time limit to find a RJO.
* Pay in lieu of unfulfilled surplus period may be authorized to a surplus employee who offers to resign before the end of the 12-month surplus period.

**Individual Accepts RJO**

* If appointed to a lower-level position, salary protected until appointed or deployed to a position with a maximum pay rate equal to that of the surplus position.
* For a lower level, Reinstatement Priority for reappointment to former level is provided.
* If needed, retraining is provided (Part IV).

**Individual Refuses RJO**

* Laid-off but not sooner than 6 months from beginning of surplus period.
* One-month lay-off notice required.
* Lay-off priority status for 1 year.

**No RJO received within 12 month surplus period**

* Lay-off notice at least 1 month before the scheduled lay-off date.
* Lay-Off Priority Status for 1 year.