**PROCESS MAP FOR ALTERNATION SITUATIONS BETWEEN
AN ESDC OPTING EMPLOYEE AND AN
ALTERNATE EMPLOYEE (NON-AFFECTED) FROM ANOTHER DEPARTMENT**

**NOTE:** The alternation process is limited to the employee's opting period (90 or 120 days, depending on the Workforce Adjustment appendix to their collective agreement or on the National Joint Council Workforce Adjustment Directive), or in the case of notified executives, the notice period provided to them by the Deputy Minister.

A potential alternation match is found between an opting employee and a non-affected employee (alternate) wishing to leave the public service.

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The ESDC opting employee’s manager (with advice from Human Resources Service Branch) will be responsible for determining whether a proposed alternation meets the requirements under WFA agreements (i.e. the alternation of non-executives may occur between occupational groups with a salary difference of no more than 6 percent; executives alternations are normally at the same group and level).

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**To facilitate the alternation process, it is highly recommended that discussions take place between the manager of the opting employee and the manager of the alternate employee (with advice from the Human Resources Advisor)**

ESDC Manager of the Opting Employee:

There is no requirement for the opting employee’s manager (ESDC) to assess the alternate against the Statement of Merit Criteria established for the position as the appointment or deployment of the alternate leaving the Public Service is excluded from all provisions of the PSEA (in accordance with the *Appointment or Deployment of Alternates Exclusion Approval Order* and the *Appointment or Deployment of Alternates Regulations*)

Other Department Manager of the Alternate Employee:

The alternate’s manager (other department) must assess the opting employee/notified executive against the Statement of Merit Criteria established for the position.

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If an alternation request is agreed to by both departments, the alternate will receive the Workforce Adjustment Option Selection Form – For Alternates Only (option B or Ci – ONLY) via email **by the ESDC Regional WFA Unit** and agree to resign from the Public Service on the departure date agreed to by the sub-delegated manager (Director General or Executive Director) at ESDC and management at the other department.

**Note:** Signing the form does not guarantee that alternation will occur.

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The ESDC manager of the opting employee to complete and submit the *Appointment/Deployment Request Form* for letter of offer through email to the appropriate Regional WFA Unit:

West: W-T-HR-RH-WFM-GD

Ontario: ON-WFA-RE-GD

National Capital: NC-WFA-RH-HR-GD

Quebec: QC-DRE-Ressourcement-GD

Atlantic: ATL-WFA-RE-Resourcing-Ressourcement-GD

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Letters of offer (appointment or deployment) are prepared **for the alternate employee by the ESDC Regional WFA Unit** and **for the opting employee by the other department to exchange positions**. Opting employee will be advised (by other department) that his/her opting status is rescinded. The alternate must leave the Public Service within 5 days of the effective date of the appointment/deployment to the opting position, after which the opting position must be abolished. **The opting employee’s home organization (ESDC) will be responsible to pay the Transition Support Measure (TSM) or the Education Allowance.**