**PROCESS MAP FOR ALTERNATION SITUATIONS WITHIN ESDC**

**(BOTH OPTING AND ALTERNATE EMPLOYEES ARE FROM WITHIN ESDC)**

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 alternate’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 and the manager of the alternate employee (with advice from Human Resources Service Branch)**

Manager of the Alternate (Non-Affected) Employee:

The alternate’s manager must confirm that the alternation will result in retaining the skills required to meet the ongoing needs of the position and assess the opting employee. The appointment/deployment to the non-affected position is subject to the Public Service Employment Act (PSEA); this includes meeting the language requirements (the Public Service Commission (PSC) temporary measure may be applicable). For advice and guidance regarding the assessment process, please discuss with your Human Resources Advisor.

Manager of the Opting Employee:

There is no requirement for the opting employee’s manager 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*)*.*

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Potential alternations must be discussed at the Branch/Region Workforce Management Committee.

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If an alternation request is approved at WMC, the alternate will receive the Workforce Adjustment Option Selection Form – For Alternates Only (option B or Ci – ONLY) via email and agree to resign from the Public Service on the departure date agreed to by the sub-delegated manager (Director General or Executive Director) of the opting position and the alternate’s manager.

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

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The alternate’s manager and the opting manager to complete and submit the *Appointment/Deployment Request Form* for letters of offer through the email to the appropriate Regional WFA Units:

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 both the alternate and opting employee to exchange positions. Opting employee will be advised 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 is responsible to pay the Transition Support Measure (TSM) or the Education Allowance.**