

ANNEX AWORK FORCE ADJUSTMENT

Some rotational and non-rotational employees will be affected by the Corporate Review exercise. The Department is acutely aware that important changes which include a reduction in its total number of positions can be very stressful for many employees. The Department will be particularly sensitive in ensuring it meets all of its obligations and in fulfilling its responsibilities to minimize the impact position reductions might have on employees. In doing so, the Department will respect the provisions of the Treasury Board policy on Work Force Adjustment.

The Work Force Adjustment Policy grants employees every reasonable opportunity to pursue their careers as federal public servants. A continued career is facilitated through the provision of counselling services, an assurance of a minimum of a six (6) month surplus period before any lay-off can occur, priority consideration for re-appointment to another position, and retraining in some circumstances. The Policy also provides for a minimum of twenty-six (26) weeks' pay and a maximum of forty-one (41) weeks' pay (cash-out) to those employees who prefer to resign. This is in addition to the normal severance pay entitlement as specified in the employees' collective agreements. Decisions regarding the policy are made on a case-by-case basis, therefore employees with questions are urged to contact Personnel to discuss their personal situation more fully.

Non-rotational indeterminate employees whose positions are being eliminated are covered by the Work Force Adjustment Policy. Non-rotational employees whose positions are not being eliminated through the Corporate Review but who are nevertheless interested in examining how provisions of the Policy may apply to them (e.g. cash-out) are invited to signify their interest. In this way, other employees whose positions are eliminated but who would prefer continued employment may be redeployed into a vacated position. Non-rotational employees who are not affected by the Corporate Review would be eligible for a cash-out only if the cash-out results in the redeployment of an employee whose position is cut. Most non-rotational employees whose positions are being eliminated, will likely already have had an initial discussion with a senior branch manager.

In addition, Jacques Thibert APS will be contacting employees concerned to fully review each case. Affected employees may wish to get in touch directly with Mr. Thibert at 992-7119. Employees who are not directly affected, but who wish to obtain more information about the Work Force Adjustment Policy, are also invited to contact Mr. Thibert.

A number of rotational positions from all occupational groups are being eliminated. Since staffing of rotational positions and the movement of rotational employees are managed differently than they are for the non-rotational employees, it follows that workforce adjustment within the rotational community must also be applied in a different manner. Rotational employees from all groups and levels who no longer consider