

November 28, 2011

Work Force Adjustment Meeting

CAPE

Local 503 Statistics Canada

Prepared by Greg Phillips

President, Local 503, Statistics Canada

Reviewed by the CAPE National Office



Work Force Adjustment Directive

- **National Joint Council Directive**
 - Co-development, consultation and information sharing
 - Terms of employment that apply across the public service
 - Travel Directive
 - Bilingualism Bonus Directive
 - et al.

The Strategic and Operating Review at Statistics Canada

- The federal budget tabled on June 6, 2011
- \$4 billion in annual savings by 2014-15
- Reduce our budget by 5% and 10%
- Budget 2012 will show impact
- Union discussions

Workforce Management Framework

- **Respond to current and future budgetary constraints**
- **Governance structure for staffing decisions**
 - conduct an analysis of Statistics Canada's workforce;
 - assess the impact of the business environment; and
 - develop a three-year human resources plan in each Field.
- **On the ICN please consult the**
 - Workforce Management Framework
 - Redeployment Directive
 - Frequently asked questions

Force Adjustment Directive

- **Workforce Adjustment**
 - Department decides that the services of one or more indeterminate employees will no longer be required beyond a specified date because of
 - a lack of work;
 - the discontinuance of a function;
 - a relocation in which the employee does not want to relocate; or
 - an alternative delivery initiative.

Work Force Adjustment Directive

(continued)

- **Written Notice of Relocation of a Work Unit**
 - Six months to decide if they wish to move with their position
 - If not, subjected to a work force adjustment situation

Work Force Adjustment Directive

(continued)

- **Notification to Employer and Bargaining Agent(s)**
 - Treasury Board Secretariat
 - 6 or more affected employees
 - Not less than 4 working days prior to notifying affected employees
 - Bargaining Agent(s)
 - Not less than two (2) days prior to notifying affected employees
 - Consultation to continue with Bargaining Agent(s) throughout the WFA process

Work Force Adjustment Directive

(continued)

- **Notification of Affected Status**
 - An indeterminate employee receives notification that his/ her services **MAY** no longer be required
 - Annual (or earlier) review of each affected employee
 - Determine whether the employee remains on affected status or not

Work Force Adjustment Directive

(continued)

- **Official Notification of WFA Status**
 - Written notification
 - Copy of the applicable Work Force Adjustment provisions

Work Force Adjustment Directive

(continued)

Surplus with Guarantee of Reasonable Job Offer (RJO)

- Surplus Priority Status
- Individual Accepts RJO
- Individual Refuses RJO

Opting Employee - No Guarantee of a Reasonable Job Offer

- Alternation Program
- Opting Employee

Surplus with Guarantee of Reasonable Job Offer (RJO)

- **Surplus Priority Status**
 - Employee receives a letter giving him / her surplus priority rights
 - Statistics Canada
 - Public Service (PS).
 - Remains in surplus status until
 - appointed to another indeterminate position
 - is laid- off
 - or chooses to resign.

Surplus with Guarantee of Reasonable Job Offer (RJO) (continued)

- **Individual Accepts RJO**
 - Salary protected
 - Until deployed to a position with a maximum rate of pay equal to or higher than that of the surplus position
 - Reinstatement Priority for reappointment to the former level
 - If needed, retraining is provided

Surplus with Guarantee of Reasonable Job Offer (RJO) (continued)

- **Individual Refuses RJO**
 - Laid off
 - 6 months or more from beginning of surplus period
 - One month lay-off notice required
 - Lay-off priority for 1 year
 - Severance pay at lay-off rate
 - No access to lump-sum amounts nor pension waiver

Opting Employee – No Guarantee of a Reasonable Job Offer

- **Opting Employee**
 - Employee receives a letter from the Deputy Head and has 120 days
 - Employee must choose one of the three options
 - Cannot change it once it is submitted
 - If employee fails to select an option, Option (A) is default
 - Ineligible if a RJO is made during the option period
 - does not require relocation, and
 - prior to the receipt of the employee's written choice

Opting Employee (continued)

- **Option A - Surplus Priority Status**
- **Option B - Transition Support Measure**
- **Option C - Education Allowance**

Opting Employee – Option A

Surplus Priority Status

- **Default option**
- **120 opting period**
- **12-month surplus period**
 - Secure a Reasonable Job Offer (RJO)
- **Surplus priority rights**

Opting Employee - Option A (cont'd...)

Surplus Priority Status

- **Surplus Priority Status**
 - Pension Waiver
 - 55-59 years of age
 - 10 years of service (not have received an RJO and is laid off).
 - Pay in lieu of unfulfilled surplus period
 - Considered laid off for severance pay

Opting Employee - Option A (cont'd...)

Surplus Priority Status

- **Individual Accepts RJO**

- Salary Protected
- Reinstatement Priority
- Retraining

- **Individual Refuses RJO**

- Laid off – 6 months from beginning of surplus period
- One-month lay-off notice required
- Lay-off priority for 1 year
- Severance pay at lay-off rate
- No access to lump-sum amounts nor pension waiver

Opting Employee - Option A (cont'd...)

Surplus Priority Status

- **No RJO received within 12 months surplus period**
 - Lay-off notice at least 1 month before the scheduled lay-off date.
- **Lay-Off Priority Status**
 - Priority rights for appointment to positions
 - Statistics Canada and in the Public Service
 - One year following lay-off date.
 - If applicable, eligible for
 - retraining;
 - salary protection; or,
 - reinstatement priority rights.

Opting Employee - Option B

Transition Support Measure (TSM)

- **Cash payment based on employee's years of service in the Public Service**
 - The cash amount ranges from 4 to 52 weeks' salary
 - Individuals with 16-29 years service get maximum amount.

Opting Employee - Option B

Transition Support Measure (TSM)

Years of Service	TSM (weeks)
0	10
1	22
2	24
3	26
4	28
5	30
6	32
7	34
8	36
9	38
10	40
11	42

Years of Service	TSM (weeks)
12	44
13	46
14	48
15	50
16 – 29	52
30	49
31	46
32	43
33	40
34	37
35	34
36 - 45	-3 weeks per year

Opting Employee - Option B (cont'd...)

Transition Support Measure (TSM)

- Considered laid off for severance pay purposes.
- Management establishes departure date.
- Cannot be combined with any other payment under the WFAD/ WFAA.
- Entitled to \$600 for financial and job placement counselling services

Opting Employee - Option B (cont'd...)

Transition Support Measure (TSM)

- **Relinquishes any priority rights for reappointment.**
- **Pension Waiver**
 - 55-59 years of age
 - at least 10 years of service
 - No RJO



Opting Employee – Option C

Education Allowance

- **Cash payment equivalent to the TSM (see page 21 – Option B)**
- **Reimbursement of up to \$11,000 for**
 - receipted expenses for tuition fees,
 - costs of books, and
 - mandatory equipment.

Opting Employee – Option C (cont'd...)

Education Allowance

- **Employee requests leave without pay (LWOP) for a maximum of 2 yrs**
 - While attending learning institution
 - Proof of registration required within 12 months of starting LWO P
 - Otherwise deemed to have resigned from the PS and considered laid off for severance pay purposes.
 - Can continue to be a member of benefit plans
 - Pay both the employer and employee's share
 - benefit plans
 - PS superannuation Plan
 - At the end of the 2 years the employee is laid off unless alternate employment is found.
 - 12 month lay-off priority status

Alternation

- All departments or organizations must participate
- Opting employee wishes to stay changes positions with a non-affected employee willing to leave
- Only an opting employee, not a surplus
 - Surplus – guarantee of Reasonable Job Offer
 - Opting – someone having to pick between Option A, B or C

Alternation (continued)

- **Management decides if the proposed alternation results in retaining the required skills**
- **Opting employee must meet the requirements for the position**
 - Language requirements
 - Determination of applicable equivalencies for staffing purposes
- **Alternate must meet the requirements of the position**
 - Unless not performing duties or struck off strength within 5 days

Alternation (continued)

- **Should normally be of same group and level**
 - Maximum rate of pay for the higher position is no more than 6 percent higher
- **Must occur on the same day**
 - No provision for “domino” effect or for “future considerations”