

November 28, 2011
Work Force Adjustment Meeting

CAPE

Local 503 Statistics Canada

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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”