

## » Work Force Adjustment

A Work Force Adjustment occurs when a 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 wish to relocate; or
- an alternative delivery initiative.

An indeterminate employee is a person appointed for an indefinite period whether on a part-time or full-time basis. The Work Force Adjustment agreement does not apply to term or casual employees.

## » Notification and Options

### Affected Status

If your department believes that a Work Force Adjustment may occur in the future, the department may notify you that you are an “**affected employee**”. This notice is meant to provide you with advance warning that changes are being considered in your department and that these changes may result in a Work Force Adjustment of your position. An affected notice does not necessarily mean that your position will be declared surplus.

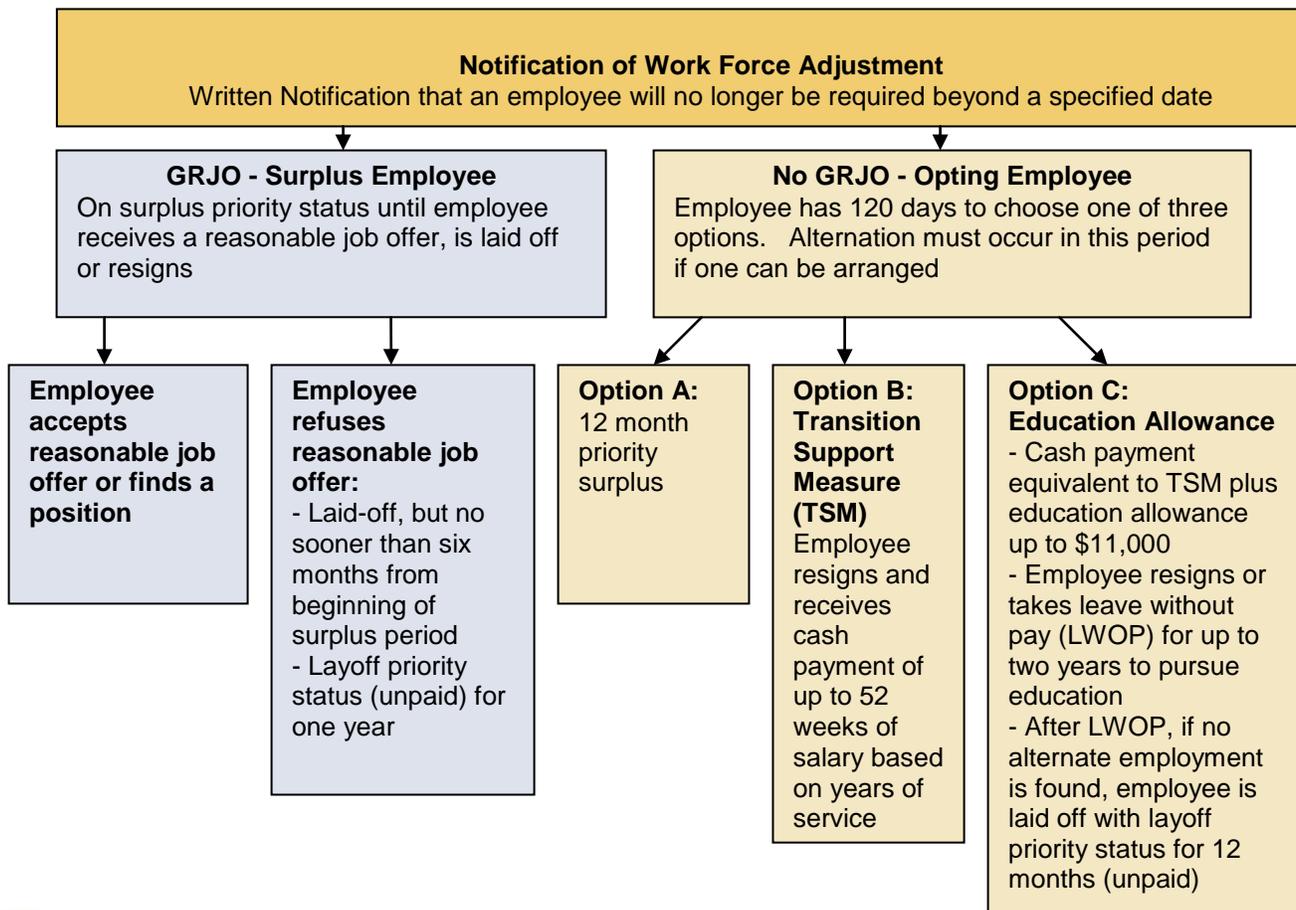
### Work Force Adjustment

If your position is workforce adjusted, the department must advise you in writing. This notification will indicate whether or not you will receive a guarantee of a reasonable job offer (GRJO).

In cases where your department knows or can predict employment availability for you, a GRJO will be provided. As a “**surplus employee**” with a GRJO you will receive a priority entitlement for FI staffing opportunities and will remain in surplus priority status until you are either appointed to another indeterminate position or your employment is otherwise severed (lay-off or resignation). The Public Service Commission will assist you with exercising your priority status and finding another position in the public service.

If you are not provided with a GRJO you are an “**opting employee**” and will have three options to choose from.

The following flow chart provides a brief overview of the Work Force Adjustment process. A more detailed overview of the [Work Force Adjustment Directive](#) is available on the National Joint Council website.

**» Work Force Adjustment Process**

**» Alternation**

With the agreement of the employer an opting employee may alternate (switch places) with another employee who wishes to be workforce adjusted. The employee wishing to remain employed must be fully qualified to occupy the position they are alternating into. Alternation can only occur during the 120 day opting period.

**» Pension Waiver**

Opting employees who select option A or B may be eligible for a waiver of the pension penalty if they are at least age 55, have been employed in the public service for at least 10 years, and voluntarily resign from the Public Service.

**» Priority Administration**

Workforce adjusted employees who are declared surplus (with a GRJO) or opting employees who select Option A priority placement will have access to the priority placement system administered by the Public Service Commission (PSC). Information regarding the priority administration can be found on the [PSC website](#).

**» More Information**

If you would like further details on Work Force Adjustment please call the ACFO national office at 613-728-0695 and ask to speak with a Labour Relations Advisor. You may also wish to refer to our [Frequently Asked Questions](#) document to learn more about Work Force Adjustment.