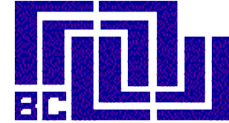




Public Service Layoff and Recall Procedures Article 13



1. Employer advises Union of **(13.01 (a), 13.03)**:
 - a. What positions are redundant;
 - b. The number of individuals/classifications likely to be affected; and
 - c. what regular vacancies are available in the same jurisdictional unit and that are of the same or lesser classification.

2. If the Employer does not foresee layoffs but has redundant positions that are filled by an incumbent, they will look at reassigning staff within the worksite by seniority.

3. Before identifying supernumerary employees or layoffs, the Employer *may* canvass employee(s) **(13.04(a))** (if layoffs are as a result of a substantial reorganization this will be mandatory**(13.04(d))**) to determine if any are interested in:
 - a. Voluntary transfer or demotion into a vacant regular position;
 - b. Voluntary resignation with severance
 - c. Early retirement

4. Do enough employees opt for and get accepted for the voluntary options?
 - a. If yes, there are no supernumerary employees and process ends.
 - b. If no, the employer determines who the supernumerary employee(s) is (are)**(13.05(a)(i)& (b)(i))**.
 - i. In a Hospital Jurisdictional Unit such as Riverview, the supernumerary employee is the person with the least classification seniority within the effected classification within the seniority block.
 - ii. In other Jurisdictional Units, the supernumerary employee is the person with the least service seniority within the affected classification within the seniority block.

5. Supernumerary employees are notified in writing and advised of their options **(13.05(a)(ii) & (b)(ii))**.

6. Supernumerary employees will have five work days **(13.05 (a)(iv))**to choose one of the following options:
 - a. For Hospital Jurisdictional Units such as Riverview **(13.05 (a)(ii)(1)-(3))**
 - i. Any regular vacancy of same or lesser classification in their jurisdictional unit (no relocation expenses offered **(13.05(c))**).

- ii. If no regular vacancies in same classification in same seniority block employee may:
 - 1. bump person with least classification seniority in same classification in same seniority block; or
 - 2. bump person with least classification seniority in lesser classification in same seniority block
 - b. For Community Jurisdictional Units (**13.05 (b)(ii) & (iii)**)
 - i. Any regular vacancy of same or lesser classification in their jurisdictional unit (no relocation expenses offered (**13.05(c)**)).
 - ii. If no regular vacancies in same classification in same seniority block employee may bump person with least classification seniority in same classification in same seniority block.
7. If Supernumerary employees still exist, they may be laterally transferred to a vacant regular position within the geographic location.
- a. Refusal would constitute a resignation without severance pay (**13.06**).
8. Are there still supernumerary employees left?
- a. If no, process ends.
 - b. If yes, remaining supernumerary employees will be given layoff notice (**13.07**).
9. Layoff notice given as follows (**13.08(a)**):
- a. 3 or more years service seniority – 6 weeks written notice or pay in lieu of.
 - b. Less than 3 years service seniority – 20 work days notice or pay in lieu of.
 - c. Both provided with list of options available and list of available regular vacancies.
10. Employees given layoff notice will have five days to choose one of the following options:
- a. Severance pay (**1308(b)(1)**); or
 - b. Recall list for regular positions in seniority block for one year (cannot refuse recall or will be considered quit) (**13.08(b)(2)**); and/or
 - c. Auxiliary recall list for seniority block (given priority over other auxiliaries and maintains STIIP and Health Care benefits provided they work 1200 hrs. per 12-month period) (**13.08(b)(3)**); or
 - d. Bump a person in their previously held lesser classification job in same geographic location provided they were promoted less than six months previous to layoff (**13.08(b)(4)**); or
 - e. If 3 or more years of service seniority, may opt for one of items (i)-(viii) (**13.02(b)**) (or for one of items (ix)-(xii) if employer offers(**13.02(c)**) (**13.08(b)(5)**); or
 - f. Accept a temporary assignment within geographic location (once assignment completed will choose another option from above) (**13.08(b)(6)**).