Work Force Adjustment Flowchart

DM determines WFA is required

A DM decides that the services of one or more indeterminate employees will not be required due to: a lack of work; a discontinuance of a function; the relocation of a work unit; or an alternative delivery initiative.

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PAFSO is notified

Formal written notifications must be provided to the head of Treasury Board Secretariat and the head of national unions, like PAFSO.

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Announcement to employees

Managers announce to employees that the department is in a Work Force Adjustment situation.

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Affected employees are notified

An indeterminate employee receives notification that their services **may** no longer be required.

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Volunteer Departure Program

If a voluntary depature program is established an employee can elect to voluntarily leave the Public Service by choosing one of the Transition Support Measures from options B, C(i) or C(ii).

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SERLO

The Selection of Employees for Retention or Lay Off (SERLO) is similar to an appointment process where managers assess employees against selection and merit criteria to determine who will be retained and who will be laid off.

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Opting employees are notified

Employees are notified in writing that services are no longer required and are informed of their entitlements. They can be offered either a Guarantee of Reasonable Job Offer (GRJO) or 120 days to select from 3 options.

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The alternation process begins

Opting or surplus employees (having chosen option A), who wish to remain in the Public Service, exchange positions with non-affected employe (alternates) willing to leave with a Transition Support Measure.

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Selection of options

Opting employees have 120 days to select from either options A, B, C(i) or c(ii). See the NJC's WFA Directive for more information.

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Surplus priority/ Departure process

Once employees whose positions are not retained select an option, they will either be added to the Public Commission's Priority Information System Management or leave the public service.

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