

Public Service Hiring: 101

There are various types of career transitions during a work force adjustment

Priority Entitlement

Persons qualified for the position to appointed first in the order of CAF members, surplus employees, leave of absence, and lay-off

Work Force
Adjustment (WFA).

The process of reducing indeterminate positions that are no longer required due to:

- 1.lack of work
- 2.Discontinuance of a function
- 3.Rejected relocation of work unit
- 4.Alternate delivery initiatives

Example: Budget Cuts

Selection of Employees **for Retention or Lay off** **(SERLO)**

- The process of differentiate between employee to be retained or selected for lay-off
- Managers and Human Resource Specialists uses a guide to conduct retention or lay-off

2 Early Retirement Incentive

- An application that allows eligible employees to retire with an immediate pension based on years of service with no reduction for early retirement (as a part of the Federal Public Service Pension Plan)

Guarantee of a Reasonable Job Offer

- A potential indeterminate employment offer when an employee is affected and declared surplus
- Can be accepted or rejected
- Normally at the equivalent level, but could include lower levels
- Could be from a separate federal agency if it meets the requirements

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Career Transition

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<div><div><div><u>Work Force Adjustment (WFA)</u> The process of reducing indeterminate positions that are no longer required due to: 1.lack of work 2.Discontinuance of a function 3.Rejected relocation of work unit 4.Alternate delivery initiatives Example: Budget Cuts</div></div></div>	4	<div><div><u>Voluntary Departure Programs (VDP)</u></div></div>	<ul style="list-style-type: none">• A program that allows affected employees to leave their employment by selecting among options in the WFA Appendix• When 5+ affected employees in the same group, level, and work unit, VDP must be established
	5	<div><div><u>Alternation</u></div></div>	<ul style="list-style-type: none">• A negotiated process to allow affected indeterminate employee or declared surplus to exchange equivalent positions with non-affected indeterminate employees who voluntarily want to leave the public service• With a transition support measure or an educational allowance• Additional reference to information on <u>Alternation</u>

Transition Support Measure (TSM)

An optional payment calculated based on years of service to support employee with deputy head that cannot guarantee a reasonable job offer.