

Career Transition

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

<p>Work Force Adjustment (WFA)</p> <p>The process of reducing indeterminate positions that are no longer required due to:</p> <ol style="list-style-type: none"> 1. lack of work 2. Discontinuance of a function 3. Rejected relocation of work unit 4. Alternate delivery initiatives <p>Example: Budget Cuts</p>	<p>1 Selection of Employees for Retention or Lay off (SERLO)</p>	<ul style="list-style-type: none"> • 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
	<p>2 Early Retirement Incentive</p>	<ul style="list-style-type: none"> • 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)
	<p>3 Guarantee of a Reasonable Job Offer</p>	<ul style="list-style-type: none"> • 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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Voluntary Departure Programs (VDP)

- 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

Alternation

- 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 Alternation

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.