

In-placement Strategy Memorandum of Agreement Between OPSEU and  
Employer

**Question and Answers**

**Recruitment Supports – Section 4 of MOA**

**Q: Which employees are eligible for time off to attend interviews outside of the public service?**

A: Under the MOA, OPSEU represented regular employees who have been identified as being part of a transforming program that will result in 50 or more OPSEU represented employees being declared surplus, and who themselves will be declared surplus are entitled to up to two and one half (2 ½) days per calendar year to attend interviews outside of the public service. This does not include employees who are covered by previous surplussing and/or in-placement agreements between the parties.

**Q: How will employees be advised that they are eligible for this leave under the MOA?**

A: Ministries should build this messaging into their communications plans to employees following disclosure to OPSEU of initiatives that will result in the surplus of 50 or more OSPEU represented employees.

**Q: How do eligible employees apply for the time off to attend these interviews?**

A: At least 48 hours prior to the time off, eligible employees must advise their direct supervisor in writing they will be requiring the time off. There is no dedicated WIN code currently available to track this type of leave, however employees can record the absence by recording the time off (up to a total of 2.5 days maximum) under Discretionary Leave Paid (DSP) - Up to Six Months (D1) and noting "Job interview-non OPS" under the reasons for the leave. Employees would enter such a leave under the **General Absences** section of the **My Attendance** page in their Employee Suite.

**Q: Are employees eligible for time off to attend interviews within the Ontario Public Service?**

A: Impacted employees continue to retain all entitlements under the current collective agreement. Provided employees meet the criteria under article 6.4 of the collective agreement, they are entitled to time off with no loss of pay and no loss of credits to attend an interview within the civil service.

**Q: Given that the calendar year is almost half over, is the two and one half (2 ½) days prorated for the remainder of this calendar year?**

A: No. For the remainder of 2008, eligible employees will be entitled to the full two and one half (2 ½) days.

**Q: Are eligible employees entitled to any travel expenses if they attend interviews outside of the OPS?**

A: The entitlement under the MOA is to time off only. Any associated expenses would be the responsibility of the employee.

**Q: Are Impacted Employees eligible to amend previous time taken off for interviews outside of the OPS that may have occurred prior to before June 4, 2008?**

A: The MOA is effective June 4, 2008 and is being applied on a go forward basis. If the interview took place prior to the effective date, employees are not eligible to retroactively amend previous leaves.

**Q: Section 4a of the MOA says that the Employer will encourage respective Ministries where appropriate, to post regular vacancies for five days restricted to Impacted Employees from that Ministry. Are Ministries required to post all competitions on a restricted basis?**

A: Ministries are not required to post all competitions on a restricted basis, but are encouraged to do so where appropriate. The MOA does not specify when it might be appropriate to do so, however Ministries may consider it appropriate for example where there are Impacted Employees within the ministry who might be qualified for that vacancy.

**Q: If the Ministry decides to post the vacancy for five days restricted to Impacted Employees from that Ministry, can it post it on a broader basis immediately following that five-day period?**

A: Through the MOA, the parties have attempted to facilitate the transition and placement of OPSEU represented employees affected by workplace transformation that will result in job loss. If a vacancy is posted and restricted to this group of employees, the Ministry should consider the candidates who are Impacted Employees prior to posting on a broader basis.