

**DEVELOPMENTAL SERVICES FACILITIES INITIATIVE
ADDITIONAL TRANSITION SUPPORTS
FOR OPSEU REPRESENTED EMPLOYEES
Q&A SHEET**

Q1. How do eligible employees apply for the additional funding for career counselling or assistance in the development of a resume or the completion of an Employee Portfolio?

A. Eligible employees are to complete the Reimbursement Form for One-on-One Counselling and submit it along with an original receipt to the Career Centre. The Career Centre will forward the form and receipt to the Facility Administrator for the necessary signature to begin the payment process.

Full and part time classified OPSEU represented employees whose home position is in a facility are eligible for up to \$250 of additional career support funding.

Q2. How do I ensure that when I attend an interview outside the civil service that I will not lose any pay or credits for that time?

A. Facility employees should obtain prior authorization from their direct supervisor at least 48 hours in advance of their interview and then record their absence as regular time worked on their attendance sheet. Employees are entitled to two (2) half days per calendar year to attend interviews outside the civil service.

Q3. How do I obtain reimbursement towards the cost of moving?

A. To be eligible for the reimbursement of up to \$3,000 towards the cost of moving household goods and incidentals, facility employees must be classified full or regular part-time employees who are laterally transferred or redeployed beyond a forty (40) kilometre radius of the headquarters of their home position. Reimbursement will be made on submission of original receipts with a copy of the letter of transfer or redeployment, to the Facility Administrator no later than June 30, 2009. Reimbursement will be in accordance with the Employer's Policy on Relocation Expenses, Permanent Relocation, # 6. The Employer's Policy on Relocation includes but is not limited to such expenses as the cost of crating, packing, moving and unpacking household effects. A copy of this policy is available at facility Human Resources offices.

Q4. Once I have been issued my six (6) months notice of layoff will I be required to work during this period?

A. No. Employees affected by the closure of the Developmental Services Facilities are not required to work during their six (6) months notice period, even if they remain available for reassignment.

- Q5.** Will I be considered for redeployment before I receive my surplus notice?
- A.** To be considered for redeployment prior to receiving their surplus notice, interested employees must:
- advise their facility Human Resources office in writing that they wish to be considered for redeployment in advance of their notice of layoff; and
 - complete and forward their Employee Portfolio to their facility Human Resources Office.
- Q6.** What process is followed for employees who are redeployed in advance of their surplus notice?
- A.** Employees who express interest in redeployment in advance of their surplus notice will be deemed to have received notice of layoff for the purpose of direct assignment only. Direct assignments will be made on the same basis as outlined in Article 20B.3 with respect to full time classified employees and Article 62.1 with respect to regular part-time classified employees. Upon direct assignment all other rights under Article 20 of the OPSEU Collective Agreement are forfeited as well as any other entitlements in the agreed upon MOA with OPSEU dated August 2, 2007, with the exception of Section C, Relocation Supports.. Employees who are not matched through this process will be issued their surplus notice when they would otherwise have received it and will be entitled to all of their entitlements within Article 20 and the agreed upon MOA with OPSEU dated August 2, 2007.
- Q7.** What will my entitlements be should I exit the OPS prior to receiving my surplus notice?
- A.** With mutual consent, eligible employees who wish to exit the OPS prior to receiving their surplus notice, shall receive their termination pay in accordance with Article 53 or 78 and enhanced severance in accordance with paragraph 4 of Appendix 9, of the collective agreement. Employees exiting the OPS prior to receiving their notice are not entitled to receive their six (6) months notice of lay-off. Classified full and regular part time employees whose home position is in a facility are eligible for this termination support.
- Q8.** Are there any additional monetary supports to OPSEU represented employees who exit the Ontario Public Service on receipt of their notice of surplus or a termination notice?
- A.** Yes. Eligible employees will receive an additional termination allowance of \$338.58 for every completed year of continuous service.

- Q9.** How does an employee become eligible for the additional termination allowance?
- A.** To be eligible for the additional termination allowance OPSEU represented employees working in the Developmental Services Facilities must currently be:
- a full or part time classified employee who has received notice of surplus and exits the Ontario Public Service, or qualified for an unreduced pension and exits the Ontario Public Service; or
 - an unclassified employee who has worked at least 1,891 straight time hours in classifications required to work 36 ¼ hours per week, or 2087 straight time hours in classifications required to work 40 hours per week since date of hire, and who receives notice of termination and exits the Ontario Public Service.