

**OPSEU CTAR LATERAL TRANSFER REQUEST
FULL-TIME CLASSIFIED CORPORATIONS TAX EMPLOYEES ONLY**

NAME: _____ SIN: _____

HOME ADDRESS: _____

TELEPHONE: (H) _____ B) _____ FAX: _____

E-Mail Address: _____

MINISTRY: _____ DATE OF HIRE: _____

POSITION DETAILS CURRENT POSITION REQUESTED POSITION

Position Details	Home Corp. Tax Position	Requested TRD Position <i>** Using the Appendices (attached) select and enter the appropriate matched position information.</i>
Class Code: Class Title: Position Title: Branch/Facility: Address: Telephone: Local #:		

GEOGRAPHIC CONSIDERATIONS:

I wish to be laterally-transferred to the identified position in the following Ministry of Finance office(s) (in order of priority) only:

1. _____
2. _____
3. _____

I understand that by not specifying a particular location, I am requesting to be assigned to the identified position in any Ministry of Finance location in the province.

I understand that I will not be eligible for relocation or other expenses if I am assigned to a position.

REASON FOR REQUEST: Corporations Tax Administration Redesign.

Pursuant to section 41 (a) of the Freedom of Information and Protection of Privacy Act, I _____, hereby consent to the use of information about me for the purpose of consideration for a CTAR-Specific Lateral Transfer.

I understand that only those positions as specified in the Appendices are eligible for a CTAR-Specific lateral transfer under the Memorandum of Agreement on Workforce Adjustment Measures.

I understand that if my lateral transfer request is approved I may be temporarily transferred back to my position in Corporate Tax until such time as my specific work is transferred to the Canada Revenue Agency or I may be transferred back earlier based on operational needs. At that time, the temporary assignment will end and I will assume my assigned lateral transfer position. I understand that while assigned back to my position in Corporate Tax, my Corporate Tax position shall be considered to be my headquarters for the purposes of travel and/or meal expenses.

I understand that if I am assigned to a position under this agreement, I will no longer be considered a CTAR directly-impacted employee under Appendices 9 and/or 18 of the OPSEU Collective Agreement. Accordingly, as of the date I am assigned to a vacancy, Ministry of Finance will no longer be required to pursue/negotiate a job offer with Canada Revenue Agency and the provisions of Article 20, Appendices 9 and 18 of the OPSEU Collective Agreement do not apply.

I understand that my lateral transfer request is irrevocable effective the date I am assigned to a vacancy in accordance with the Memorandum of Agreement.

I understand that by signing below, I am acknowledging that I have read and understood the Memorandum of Agreement and the foregoing terms.

Date: _____ **Signed:** _____

ROUTING:

	Date Received	Date Forwarded
1. Ministry Designee		
2. OPSEU Job Security Unit		
3. Ministry Designee		

1. Forward request to Human Resources Branch. Copy to OPSEU.
2. Match considered based on highest seniority of eligible applicants on record on date surplus clearance is received.
3. If employee assigned to vacancy, sending and receiving managers and employee notified by HRB.
4. Employee moves off of the CTAR-directly impacted list.

APPROVALS

OPSEU Job Security Unit Head Office

MINISTRY

Signature: _____

Name & Position: _____

PLEASE PRINT

DATE: _____

DATE: _____

H.R. OFFICE USE

Date received in Human Resources:

Surplus Clearance #:

Date Cleared:

Date of Transfer:

APPENDIX A

From Memorandum of Agreement on Workforce Adjustment Measures between the Employer (Ministry of Finance) and The Union (Ontario Public Service Employees Union)

The following positions within Ministry of Finance are considered suitable for the purpose of transfers within the terms of this Agreement:

HOME POSITION IN CORPORATE TAX	"New" POSITION IN TAX REVENUE DIVISION
Tax Auditor 1	Tax Auditor 1
Tax Auditor 2	Tax Auditor 2
Tax Auditor 3	Tax Auditor 3
Tax Auditor 4	Tax Auditor 4
Tax Auditor 5	Tax Auditor 5 (if established)
RTO Admin Support Clerk (OAD 08) <ul style="list-style-type: none"> Field Audit Administrative Clerk 	Operations Support Clerk (OAD8) ~ CASB-RST
RTO Admin Support Clerk (OAD 08) <ul style="list-style-type: none"> Desk Audit Administrative Clerk 	Operations Support Clerk (OAD8) ~ CASB-RST
Records Management Clerk (OAD 3)	File Clerk (OAD 3) ~ CASB-MFTT & ITRP
Account Maintenance Clerk (OAD 6)	Control Clerk (OAD 6) ~ CASB-ITRP
Interest and Penalty Assessor (OAD 9)	Verification Officer (OAD 9) ~ CASB-ITRP
Compliance Officer (OAD 9)	Verification Officer (OAD9) ~ CASB-ITRP
Junior Screener (FO 1)	Junior Financial Analyst (FO 1) ~ SMSB
Accounts Control Clerk (OAG9)	Senior Revenue Control and Accounts Officer (OAG9) ~ CASB-RST

APPENDIX B

From Memorandum of Agreement on Workforce Adjustment Measures between the Employer (Ministry of Finance) and The Union (Ontario Public Service Employees Union)

The following positions are currently located in the Revenue Operations and Client Services Branch of the Corporate & Quality Service Division in the Ministry of Finance and would be considered suitable for transfer under the terms of this Agreement:

HOME POSITION IN CORPORATE TAX	POSITION OUTSIDE TAX REVENUE DIVISION
WorkFlow Control Clerk (OAD 5) (Returns Processing)	Mail Clerk (OAD 5)~ Mailroom