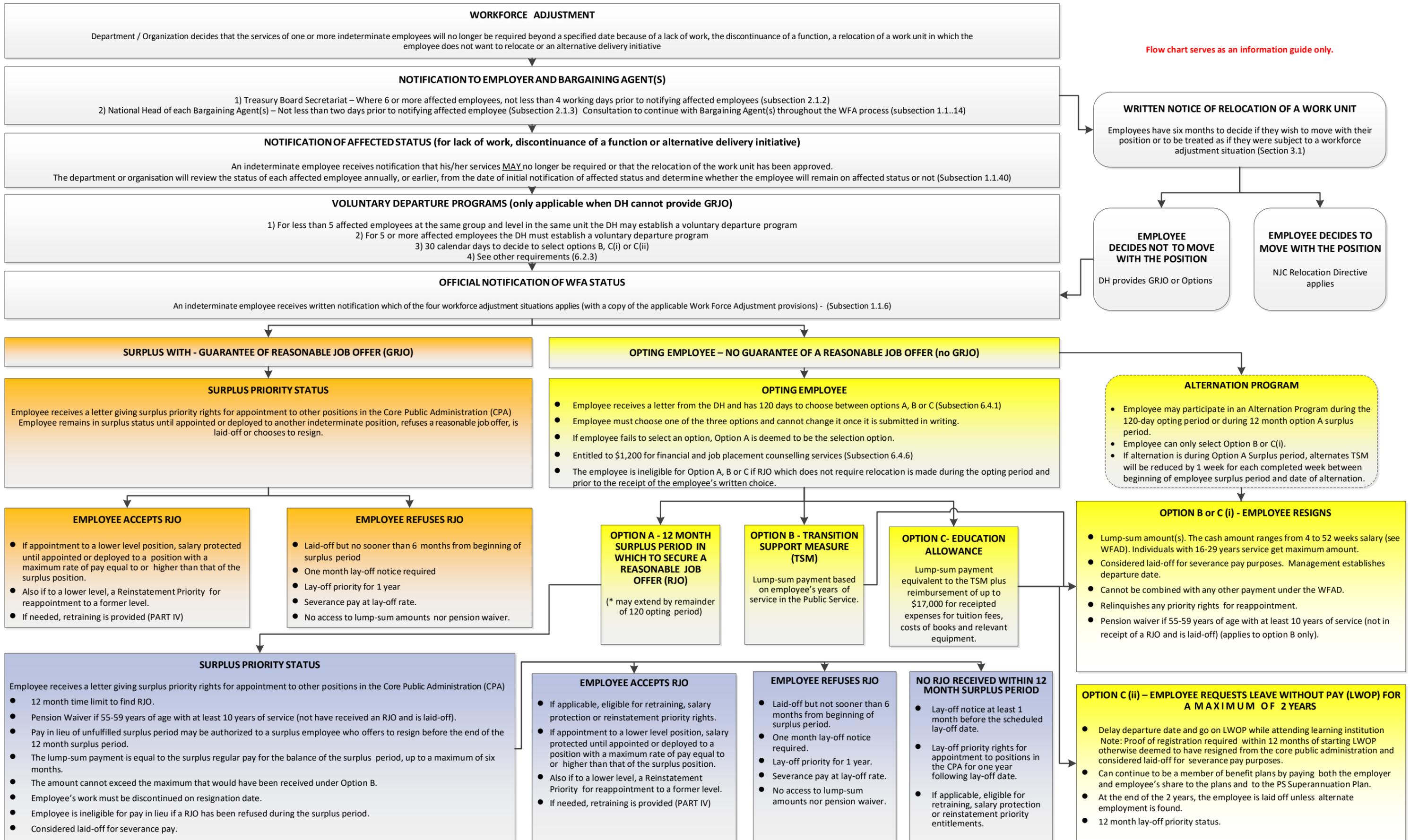


# KEY ELEMENTS OF THE NJC WORKFORCE ADJUSTMENT DIRECTIVE

Flow chart serves as an information guide only.



**SURPLUS WITH - GUARANTEE OF REASONABLE JOB OFFER (GRJO)**

**SURPLUS PRIORITY STATUS**  
Employee receives a letter giving surplus priority rights for appointment to other positions in the Core Public Administration (CPA)  
Employee remains in surplus status until appointed or deployed to another indeterminate position, refuses a reasonable job offer, is laid-off or chooses to resign.

**EMPLOYEE ACCEPTS RJO**

- If appointment to a lower level position, salary protected until appointed or deployed to a position with a maximum rate of pay equal to or higher than that of the surplus position.
- Also if to a lower level, a Reinstatement Priority for reappointment to a former level.
- If needed, retraining is provided (PART IV)

**EMPLOYEE REFUSES RJO**

- Laid-off but no sooner than 6 months from beginning of surplus period
- One month lay-off notice required
- Lay-off priority for 1 year
- Severance pay at lay-off rate.
- No access to lump-sum amounts nor pension waiver.

**OPTING EMPLOYEE – NO GUARANTEE OF A REASONABLE JOB OFFER (no GRJO)**

**OPTING EMPLOYEE**

- Employee receives a letter from the DH and has 120 days to choose between options A, B or C (Subsection 6.4.1)
- Employee must choose one of the three options and cannot change it once it is submitted in writing.
- If employee fails to select an option, Option A is deemed to be the selection option.
- Entitled to \$1,200 for financial and job placement counselling services (Subsection 6.4.6)
- The employee is ineligible for Option A, B or C if RJO which does not require relocation is made during the opting period and prior to the receipt of the employee's written choice.

**OPTION A - 12 MONTH SURPLUS PERIOD IN WHICH TO SECURE A REASONABLE JOB OFFER (RJO)**  
(\* may extend by remainder of 120 opting period)

**OPTION B - TRANSITION SUPPORT MEASURE (TSM)**  
Lump-sum payment based on employee's years of service in the Public Service.

**OPTION C - EDUCATION ALLOWANCE**  
Lump-sum payment equivalent to the TSM plus reimbursement of up to \$17,000 for receipted expenses for tuition fees, costs of books and relevant equipment.

**ALTERNATION PROGRAM**

- Employee may participate in an Alternation Program during the 120-day opting period or during 12 month option A surplus period.
- Employee can only select Option B or C(i).
- If alternation is during Option A Surplus period, alternates TSM will be reduced by 1 week for each completed week between beginning of employee surplus period and date of alternation.

**OPTION B or C (i) - EMPLOYEE RESIGNS**

- Lump-sum amount(s). The cash amount ranges from 4 to 52 weeks salary (see WFAD). Individuals with 16-29 years service get maximum amount.
- Considered laid-off for severance pay purposes. Management establishes departure date.
- Cannot be combined with any other payment under the WFAD.
- Relinquishes any priority rights for reappointment.
- Pension waiver if 55-59 years of age with at least 10 years of service (not in receipt of a RJO and is laid-off) (applies to option B only).

**SURPLUS PRIORITY STATUS**

- Employee receives a letter giving surplus priority rights for appointment to other positions in the Core Public Administration (CPA)
- 12 month time limit to find RJO.
- Pension Waiver if 55-59 years of age with at least 10 years of service (not have received an RJO and is laid-off).
- Pay in lieu of unfulfilled surplus period may be authorized to a surplus employee who offers to resign before the end of the 12 month surplus period.
- The lump-sum payment is equal to the surplus regular pay for the balance of the surplus period, up to a maximum of six months.
- The amount cannot exceed the maximum that would have been received under Option B.
- Employee's work must be discontinued on resignation date.
- Employee is ineligible for pay in lieu if a RJO has been refused during the surplus period.
- Considered laid-off for severance pay.

**EMPLOYEE ACCEPTS RJO**

- If applicable, eligible for retraining, salary protection or reinstatement priority rights.
- If appointment to a lower level position, salary protected until appointed or deployed to a position with a maximum rate of pay equal to or higher than that of the surplus position.
- Also if to a lower level, a Reinstatement Priority for reappointment to a former level.
- If needed, retraining is provided (PART IV)

**EMPLOYEE REFUSES RJO**

- Laid-off but not sooner than 6 months from beginning of surplus period.
- One month lay-off notice required.
- Lay-off priority for 1 year.
- Severance pay at lay-off rate.
- No access to lump-sum amounts nor pension waiver.

**NO RJO RECEIVED WITHIN 12 MONTH SURPLUS PERIOD**

- Lay-off notice at least 1 month before the scheduled lay-off date.
- Lay-off priority rights for appointment to positions in the CPA for one year following lay-off date.
- If applicable, eligible for retraining, salary protection or reinstatement priority entitlements.

**OPTION C (ii) – EMPLOYEE REQUESTS LEAVE WITHOUT PAY (LWOP) FOR A MAXIMUM OF 2 YEARS**

- Delay departure date and go on LWOP while attending learning institution  
Note: Proof of registration required within 12 months of starting LWOP otherwise deemed to have resigned from the core public administration and considered laid-off for severance pay purposes.
- Can continue to be a member of benefit plans by paying both the employer and employee's share to the plans and to the PS Superannuation Plan.
- At the end of the 2 years, the employee is laid off unless alternate employment is found.
- 12 month lay-off priority status.