

## OPS FACT SHEET

# Surplus Notice Alert (SNA) and Notice of Layoff (NOL)

This fact sheet provides information on the Surplus Notice Alert (SNA) and Notice of Layoff (NOL) processes contained within the AMAPCEO OPS Collective Agreement.

### **What is a Surplus Notice Alert (SNA)?**

A Surplus Notice Alert (SNA) is given to all regular employees in a specific work unit where one or more permanent positions will be declared surplus. It identifies which job function(s) will be reduced and how many positions within that job function(s) will be eliminated.

The SNA is given no less than 6 working days prior to the issuance of the *Notice of Layoff* (NOL) to the employees who will be losing their positions.

Another purpose of the SNA is to invite other regular employees, who share the same job function as the position(s) identified for surplus, to volunteer to exit the OPS, thereby preventing a colleague from receiving a *Notice of Layoff*. Employees wishing to volunteer must do so within 5 working days of the issuance of the SNA and indicate which exit option they would prefer. For more information see the [OPS Fact Sheet entitled \*Voluntary Exit Option\*](#).

### **I think my job might be eliminated.**

It can be unsettling to feel uncertain about your job security.

You are covered by the AMAPCEO Collective Agreement, however, and in that you can take comfort. We have negotiated robust language for our members' job security and redeployment.

The OPS Employer makes decisions regarding what work will continue and what will be declared surplus. We encourage you to avoid speculation on this subject. As always, if you find yourself experiencing medical or emotional distress, then you should connect

with your medical practitioner or with the Employee and Family Assistance Program (EFAP).

You can contact the EFAP 24 hours a day, seven days a week, 365 days a year, by calling any of the following toll-free numbers:

**English: 1-844-880-9142, TTY: 1-877-338-0275**

**French: 1-844-880-9143, ATS-ATME: 1-877-338-0275**

Alternatively, you can email or online chat with them at

[www.workhealthlife.com](http://www.workhealthlife.com). You can also access the MY EFAP app, found in the Apple App Store or BlackBerry App World and search 'MyEFAP'.

### **If my job is eliminated how will I find out?**

You should **only** be informed of the elimination of your job by an OPS management representative at a Surplus Notice Alert (SNA) meeting. An AMAPCEO Workplace Representative (WPR) will be present at this meeting. Due to the strict confidentiality surrounding surplussing activity, if your job is to be eliminated then you will **not** be informed of the purpose of this meeting in advance. AMAPCEO will arrange for a WPR to be at the meeting to support and assist you.

### **What should I expect at the SNA meeting?**

Typically your manager and a Human Resources Advisor (HRA) will be present.

You will be presented with a letter either at the very beginning of the meeting, or once your manager has read the letter to you. There are three kinds of surplus notice alert letters:

1. Employees occupying positions in the same work unit as the position(s) being declared surplus. This notice describes the work unit, job functions to be reduced, and the number of positions to be reduced.

This notice is given to all members of the work unit of the position(s) to be surplus.

This notice does not mean that these members are being declared surplus. These members are being notified that a position(s) in their work unit is being declared surplus – that's all.

2. Employees whose position is being declared surplus. This notice invites the member to either 1) exit the OPS with a package, or 2) remain in the OPS and participate in the redeployment process.

3. Employees of the unit who will not be surplus, but who work in the affected job functions. This notice invites these members to volunteer to exit the OPS through the Voluntary Exit Option.

If you receive the second type of letter as described in point 2 on the previous page then your position is being declared surplus. If you receive either of the other two types of surplus letters as described in points 1 or 3 on the previous page, then your position is not being declared surplus.

## **What if the SNA indicates that my job is being eliminated?**

If your position has specifically been identified for surplus, the SNA letter will say so, and provide you with the date on which you will receive a *Notice of Layoff*. It will also offer you the option of exiting the OPS now rather than await your *Notice of Layoff*, by opting for one of the following:

- One of two *Pay-In-Lieu* of Notice Options:
  1. To leave the OPS within 5 working days, with a lump sum payment consisting of: 6-month notice period + severance + enhanced severance; OR
  2. To leave within 5 working days, but with salary continuance for your 6-month notice period + lump sum payments for your severance + enhanced severance);

For more details about the *Pay-in-lieu* options please see and 27.7.1 thru to 27.7.7.

OR

- Immediately retire, if eligible to your first unreduced pension factor date (Factor 90, Factor 60/20 or Age 65) and receive a severance package (paid 6-month notice period + severance + enhanced severance).

OR

- Pension bridge to a later retirement date, if eligible, with a severance package (salary continuance for the 6-month notice period +severance and enhanced severance). For more information on the Pension Bridging option please see Art. 27.21.

If you are not sure that you want to leave the OPS when you receive your SNA letter, then you do not have to elect an exit option at this time. Rather, in your official *Notice of Layoff*, the Employer must again provide you with the same options to leave the OPS.

## **What is a Notice of Layoff (NOL)?**

Should you choose not to exit the OPS through the SNA process, you will receive a *Notice of Layoff*.

Your *Notice of Layoff* letter will inform you of your date of layoff which will be 6 months from the date you receive your *Notice of Layoff*. This letter will also provide you with the

same exit options you received in your SNA letter. Lastly, it will provide you the option of redeployment through the *Targeted Direct Assignment* (TDA) process and/or the bumping process, during your 6-month notice period.

Attached to your *Notice of Layoff* letter will be an election form, and more details on your options. You will have 10 working days to elect one of the options, otherwise you are deemed to have accepted the option of redeployment during your 6-month notice period.

If you elect to be redeployed, you have 6 working days after receiving your Notice of Layoff to complete an *Employee Form (EF)*. For more information on the TDA and bumping processes, please see the [Fact Sheet entitled \*Targeted Direct Assignment \(TDA\) and Bumping\*](#).

If, at the end of your notice period, you have not been assigned to a permanent position through a TDA or a bump, you will be laid off, and your employment will be terminated. However, you will move into your 24-month recall period, where you will continue to have the opportunity to identify possible TDAs (see Article 27.11.1). You will also have the right to apply to restricted competitions in the OPS during this same 24-month period.

### **Do I have to leave the workplace right after the SNA meeting?**

Oftentimes you and the WPR will have space in which you can meet immediately following the SNA meeting. You are welcome to speak with your WPR at that time, or opt to connect with your WPR in one or two days' time.

The Employer representative should provide you with information about the EFAP, which is a free and totally confidential service available to all employees and their dependents.

If you receive notice that your position will be eliminated and if you have concerns about returning to the office that same day to keep working, please speak with your manager.

### **Will I be immediately out of a job?**

Not right away.

Even if you are told at a Surplus Notice Alert meeting that your job will be eliminated you are still an employee of the OPS during the 6-month period.

### **I have substantial financial and family responsibilities. What do I do?**

We strongly encourage you to contact the EFAP for all your non-work-related concerns and questions.

### **I thought there was a whole job security process, but during my Surplus Notice Alert I was only asked to make one decision. What is happening?**

After the SNA meeting you are strongly encouraged to speak with your WPR about the job security process. If you were told that your job is being eliminated at the SNA meeting,

then you have a decision to make in the next five working days. You can choose to stay in the OPS and participate in redeployment, or you can choose to exit the OPS with a pay-in-lieu option. Your WPR can walk you through the full job security process. It is important for the time being that you focus on the decision you need to communicate to the OPS in the next five working days.

The Notice of Layoff (NOL) will provide you with your redeployment options to remain in the OPS. The NOL will also provide you with all of your exit options again, so if you are unsure what to do when you receive an SNA will you have the opportunity to revisit your options upon receiving an NOL.

## **More Information and Guidance**

For additional information on Job Security and Redeployment, please see:

- The following AMAPCEO produced material contained on the [AMAPCEO website](#):
  - *Surplus Rights and Entitlements: Frequently Asked Questions (FAQ's)*;
  - *Surplus Notice Alert (SNA) and Notice of Layoff*
  - *Targeted Direct Assignment (TDA) and Bumping*;
  - *Voluntary Exit Registry Fact Sheet*;
  - *Voluntary Exit Registry Q&A's*; and
  - *Voluntary Exit Option Fact Sheet*.
- The Employer's resources contained on the MyOPS intranet site, in particular:
  - *Fact Sheet: Targeted Direct Assignment Process for AMAPCEO-represented Employees*; and
  - *Job Security Forms Guide*.

If you have any questions for AMAPCEO please contact a Workplace Representative (WPR). A complete list of WPRs can be found [here](#). Keep in mind that you are not restricted to connecting or working with only those WPRs in your ministry.