

OPS FACT SHEET

Surplus Notice Alert (SNA) and Notice of Layoff

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

What is a Surplus Notice Alert (SNA)?

A Surplus Notice Alert (SNA) is given to all employees in a specific work unit where one or more permanent positions will be eliminated or 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* to the employees who will be losing their positions.

Another purpose of the SNA is to invite other 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*](#).

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?

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*. The 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 during this same 24-month period.

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)*;
 - *Targeted Direct Assignment (TDA) and Bumping*;
 - *Voluntary Exit Registry Fact Sheet*; and
 - *Voluntary Exit Option Fact Sheet*.
- The Employer's guidance material 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, please contact a Workplace Representative. A complete list of Workplace Representatives can be found on the AMAPCEO Website at amapceo.on.ca. Keep in mind that you are not restricted to a Workplace Representative in your particular ministry.