

## OPS FACT SHEET

# Targeted Direct Assignment (TDA) and Bumping

This fact sheet provides information on the Targeted Direct Assignment (TDA) and bumping processes for surplus employees who wish to be redeployed in the OPS.

### What is Targeted Direct Assignment (TDA)?

The TDA process is an employee-driven process. Through TDA, you are entitled to search, identify, and be considered for direct assignment into a vacant permanent position, or any Voluntary Exit Registry (VER) position, for which you have the *entry-level* qualifications.

In the last 2 months of your 6-month layoff notice period, you can also search for and identify temporary vacancies.

### How TDA works

If you receive a *Notice of Layoff* and indicate that you would like to be redeployed, the Employer will provide you with access to the *OPS Careers* portal where vacant AMAPCEO and VER positions will be posted. Once you receive access to the portal, you may identify vacant and/or VER positions for possible TDA that are at the same or lower classification levels of your home position.

Once you have identified positions for possible TDA, the *Corporate* Employer will determine whether you meet the *entry level* qualifications for those positions.

The Employer will also determine whether you are the most senior of all qualified surplus employees who have identified the same positions. Should a qualified surplus employee have more seniority than you then they will be offered the direct assignment.

Should no TDA match occur within your 6-month notice period, and no bump is identified for you at the end of the fifth month, you will be laid off and start your 24-month recall period.

## Steps in the TDA Process

### 1. Receive a *Surplus Notice Alert (SNA)*

You receive a *Surplus Notice Alert (SNA)* 6 working days prior to receiving an official *Notice of Layoff*, alerting you that your job will be eliminated/surplused. In addition, your SNA letter will provide you with the opportunity to leave the OPS prior to you receiving a Notice of Layoff. For more information, please see the Factsheet entitled *Surplus Notice Alert and Notice of Layoff*, as well as Articles s27.5.2 through to 27.7.7 of the AMAPCEO OPS Collective Agreement.

### 2. Receive 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 the same exit options you received in your SNA letter. It will also, provide you the option of remaining in the OPS and be available for redeployment through TDA and/or bumping. For more details on your Notice of Layoff options please see Articles 27.5.5 and 27.6

### 3. Complete and submit an *Employee Form (EF)*

In choosing to be redeployed you must now complete and submit an *Employee Form (EF)* within six (6) days of receiving the *Notice of Layoff*. The *EF* provides the Employer with information about your employment history within and outside of the OPS, as well as information about your skills, knowledge and abilities (i.e. your qualifications) in various job function categories.

The Employer will use your *EF* information to see whether you match to any of the positions you identify through the TDA process—see step 7. This is done by comparing the qualifications outlined in your *EF* against the specific job information contained in Job Information Packages (JIPs) for identified TDA opportunities.

You may update the employee portion of your *EF* at any time to reflect the acquisition of new or improved skills, knowledge and abilities and send it to your designated HR contact. For more details please consult the Employer's *Job Security Forms Guide*.

### 4. Search for possible TDAs on the Employer's Careers Portal

You will have access to the Employer's OPS Intranet Careers Portal to conduct your TDA job search. The vacant positions which are eligible for TDA on the Careers Portal will be identified as such, and will include:

1. All permanent and temporary AMAPCEO unit vacancies that have yet to clear surplus (i.e. those positions that have not been matched through TDA after being posted for at least 10 working days);
2. All AMAPCEO unit permanent positions that are on the Voluntary Exit Registry (VER); and
3. All AMAPCEO unit permanent and temporary positions that have cleared surplus, but have not yet been filled through the competitive process (i.e., up to the point that a job offer has been made to a candidate).

*Note: Some VER job postings may include the home incumbents contact information (name, work phone number and work email). This will allow you to contact the incumbent to find out more about the job before you decide if you want to identify it through the TDA process.*

**5. Identify and submit possible TDA positions before match dates (first and third Friday of the month)**

This is an employee-driven process. In identifying positions for TDA you must (a) only identify vacant positions at or below your home position classification level; and (b) demonstrate that you meet the entry level qualifications for each job you identify.

You can identify more than one position, and rank positions in order of preference on the Employer's *Ranking Form*.

You must submit the *Ranking Form* to the identified Human Resource contact before the first and third Friday of the month (i.e. before each match date).

**6. Optional Supplemental Employee Form (SEF)**

If you would like to provide additional information about your qualifications you may complete and submit a Supplemental Employee Form (SEF) for each identified position.

**7. Employer reviews identified/ranked positions**

The Employer will review your list of ranked positions, along with your EF and any SEFs, and will determine if you have the entry level qualifications for each identified position.

**8. Employer offers a Targeted Direct Assignment**

If the Employer determines that you have the *entry level* qualifications for a position, you will be directly assigned into that position.

In cases where you may have the entry level qualifications for more than one position, the Employer shall assign you to the first position for which you are deemed eligible, based on your ranked preferences.

If you have been matched to a position, you will then have 2 working days from receiving notification to indicate to the designated Human Resource contact whether you would like to accept the TDA match or not.

If you refuse the TDA you will either be laid-off at the end of the 6 month notice period *or* you can choose to accept the *Pay-In-Lieu Option* for the remainder of your notice period. In addition, other redeployment rights would be forfeited, save for the ability to apply for restricted OPS positions within the next 24-month period.

## **TDA into temporary vacancies**

At the beginning of the fourth month of your notice period, you may identify temporary vacancies for TDA. If you receive a temporary TDA, your notice period will be put on *hiatus* for the duration of your temporary assignment. You can however continue to identify permanent positions through the normal TDA process throughout the term of your temporary assignment.

## **Bumping into a position**

Bumping means that you displace, or “bump”, an employee with less seniority from their permanent home position. That bumped employee, will then receive a *Notice of Layoff* in return. Please see Article 27.9 for more information on the bumping process and the eligibility criteria.

The EF contains a section entitled *Bump Preference / Geographic Preference*. To be considered for bumping opportunities, you must check “yes” on your Employee Form. If you do not complete this section of your EF by the end of the third month of your notice period, you will forfeit your right to bump.

The Employer will only identify a bumping opportunity if you have yet to be matched to a vacant position through the TDA process by the end of the fifth month of your notice period.

To be eligible for a bump you must, however, be qualified to perform the identified bump position by demonstrating on your EF that:

1. You are currently performing the work of the position; or

2. You have performed the work of the position within the previous 3 years; or
3. You would be able to perform the work within 5 weeks.

You can refuse an identified bump without affecting your *Targeted Direct Assignment* rights.

## **More information and guidance**

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

- Articles 27.6 through to Article 27.11 of the AMAPCEO Collective Agreement.
- The following AMAPCEO-produced material contained on the [AMAPCEO website](#):
  - *Surplus Rights and Entitlements: Frequently Asked Questions (FAQ)*;
  - *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](http://amapceo.on.ca). Keep in mind that you are not restricted to a Workplace Representative in your particular ministry.

## The Targeted Direct Assignment Process

