

## OPS FACT SHEET

# Voluntary Exit Registry

The AMAPCEO Voluntary Exit Registry (VER) is a process by which an AMAPCEO-represented employee, who is not in receipt of notice of lay-off, may volunteer to register their home position for targeted direct assignment (TDA) purposes.

See Article 27.4 – *“Program to Reduce Adverse Impacts of Surplusing & Bumping”*.

### How the VER Works

The VER program is open to all OPS permanent AMAPCEO-represented employees.

You can register yourself and/or remove your registration at any time until a match has occurred. Within 10 working days following registration, your job will be visible to surplus employees in their searches for a Targeted Direct Assignment (TDA).

Once registered, your job will be placed on the OPS Careers website/portal where surplus employees, and laid-off employees on recall, can review the job description for your position, and determine whether they will identify your position as a possible TDA.

The VER application also permits you to authorize the Employer to include your contact information (name, work phone number and work email) on the VER job posting, so that surplus employees can contact you if they want more information about your job.

For more information on how TDA works, please see the Targeted Direct Assignment fact sheet, along with the Surplus Rights & Entitlements fact sheet, located on the AMAPCEO website.

Any surplus employee who meets the “entry level” qualifications can identify and be matched for TDA into your job. If this occurs, you are required to take the surplus exit package within 5 working days of the match being confirmed. Note: you and your manager can negotiate a longer timeframe to exit.

Important Note: The VER is different than the *Voluntary Exit Option (VEO)*. Please check the *Voluntary Exit Option Fact Sheet* on how to volunteer to receive a surplus notice during the Surplus Notice Alert period.

## Why Register My Job on the VER?

If you have reached one of your early retirement dates (60/20 or Factor 90) or are age 65 or over, you are entitled to an unreduced pension and could receive both the surplus severance package and your unreduced pension if your position is matched through the VER process.

Pension bridging is also possible. If your pension is reachable through the bridging provisions (see Article 27.21), and you register on the VER and are matched, you may be eligible to bridge to your first unreduced pension option. The pension bridging rules permit you to combine your unused vacation, COC, and time-in-lieu credits, plus your 6 months' notice and legislated severance, plus up to two years of unpaid leave as a bridge to your retirement date.

If you can't yet retire, you still may want to take advantage of the VER in order to leave your OPS job with a surplus severance package. (See Art. 27. 4.4, 27.5.4, and 27.7.7.)

Moreover, not only could you benefit personally by registering your job on the VER, you could also help a colleague on the surplus list remain in the OPS, or help someone who has been laid-off return to the OPS.

## How to Register for VER

To obtain the VER application form, please visit the Employment Transition Page on *MyOPS* via Employee Services, HR Ontario Services. Please take the time to read through the document entitled Employee Guide: AMAPCEO Voluntary Exit Registry (VER) which you can also find on the *MyOPS* as it provides you with more information about the VER and how to apply.

- Tip: There is a "check box" on the VER application form that permits you to authorize the Employer to place your contact information (name, work phone number, and work email) on VER job posting. We recommend that you check this box to allow surplus employees, who may be interested in your job as a potential TDA, to contact you about your job to see whether it looks like a good fit for them.

Before your home position can be placed on the VER, a Job Information Package (JIP) will need to be prepared, or updated, and signed by your manager. To obtain a copy of your current JIP for your position, you must make a request to your supervisor as per Article 5.1.

- **Tip:** We recommend that you volunteer to assist your manager with preparing the JIP to ensure it accurately reflects the work you do in your position. But try not to overstate the required skills, knowledge and abilities in the job function section of the JIP. Rather, it should capture entry-level requirements of the jobs, not your own skills, knowledge and abilities.

Your position will then be posted on OPS Careers website/portal for Targeted Direct Assignment. The posting will be available only to AMAPCEO-represented-employees who have been surplused or who are on recall.

After registering and waiting 10 working days, verify that your position is on the VER by searching for your position on the OPS careers portal.

### **Surplus Package Through a VER Match**

6 months of paid “notice” (either salary continuance for 6 months or a lump sum payment - see Art. 27.7.1); and

Regular/legislated severance paid at end of the notice period (1 week of pay per year of service to a maximum of 26 weeks) (either salary continuance or a lump sum); and

Enhanced severance, paid at the end of your notice period (1 week of pay per year of service, with no maximum).

### **Questions and Assistance**

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.

### **IMPORTANT NOTE**

While a surplus employee has the ability to identify TDA opportunities to the Employer, the evaluation and matching process is conducted by Employer’s redeployment staff. As such, it is not possible to predict if or when a VER match to your job will be made.