

OPS FACT SHEET

Transition Exit Initiative Frequently Asked Questions

This Fact Sheet provides you with practical information on the Transition Exit Initiative (TEI). For additional information on your rights regarding the TEI please refer to the Memorandum of Agreement between AMAPCEO and the Employer contained within the AMAPCEO [OPS Collective Agreement on pages 177 - 179](#).

What is the Transition Exit Initiative?

- The Transition Exit Initiative (TEI) is an Ontario Public Service (OPS) program where a regular full-time or regular part-time AMAPCEO-represented employee may volunteer to exit the Ontario Public Service. The Transition Exit Initiative supports transformation of the Ontario Public Service while minimizing the impact to AMAPCEO-represented employees.

What AMAPCEO-represented members are eligible for the TEI program?

- Regular full-time or regular part-time AMAPCEO-represented employees may volunteer to exit the OPS under the TEI program.
- Fixed Term AMAPCEO-represented employees are not eligible to apply for the TEI program.

What are my TEI payout options?

- A lump sum of six (6) months' pay, plus one (1) week pay per year of continuous service.
OR
- Paragraph (5) (ii) – Continuance of salary plus benefits (except STSP and LTIP) for six (6) months, plus lump sum of one (1) week pay per year of continuous service.
OR

- Paragraph (5) (ii) – Continuance of salary plus benefits (except STSP and LTIP) for six (6) months, plus further continuance of salary plus benefits (except STSP and LTIP) for the period equivalent to one (1) week pay per year of continuous service.

If I apply for the Transition Exit Initiative, who approves my TEI request and how long will it take for me to receive a decision?

- The decision to approve a TEI request rests solely with the Employer.
- The TEI application must be signed by:
 - You, the AMAPCEO-represented member,
 - Your home position manager,
 - Your ministry representative with the delegated authority to approve ministry surplus decisions, and
 - The Employee Relations Division
- In exercising their discretion to approve a TEI request the Employer must do so in good faith and without discrimination. If you think that bad faith or discrimination has occurred, please [contact an AMAPCEO Workplace Representative to get help](#). You may use a Workplace Representative in any ministry or location but they must be a member of the OPS.

What is my last day of work if I am approved to exit the Ontario Public Service under the Transition Exit Initiative?

- The default date for an employee to exit the OPS is five (5) working days after notice of Employer approval of your TEI request.
- However, you may reach a mutually agreed upon date with your home position manager before you submit your application.
 - AMAPCEO strongly recommends that you get a mutually agreed upon date stated in writing by your home position manager.
- For example:

“This is to confirm we have mutually agreed that your last day of work is X Month Day Year. Should this date not be possible, I understand you may wish not to proceed with the Transit Exit Initiative.”

If I am approved to exit the Ontario Public Service under the Transition Exit Initiative and I have unused vacation credits, overtime credits, and/or Compensation Option Credits (COC)¹ when I receive notice of Employer approval, can those credits be paid out?

¹ Compensating option credits are not the same as Compensation Option Credits (COC).

Yes, vacation credits and overtime credits will be paid out. However, Compensation Option Credits will not be paid out.

Can vacation credits be used to extend leave beyond the TEI end date?

No, vacation credits that accrue during the salary continuance period must be paid out.

What information can assist me in calculating my TEI exit date?

- You may want to contact the Ontario Pension Board for your pension information and/or to find out the implications of leaving the OPS before your retirement date. AMAPCEO does not have that information.
- Determine if you will have any unused vacation, overtime credits, and/or Compensation Option Credits. AMAPCEO does not have that information.
- You may want to seek independent financial advice.

How does the Transition Exit Initiative differ from the Voluntary Exit Registry program?

- The TEI is based on “The Employer’s plans to reduce positions in the AMAPCEO bargaining unit; and a determination that the employee’s exit supports the transformation of the OPS.”
- The Voluntary Exit Registry (VER) is “a targeted direct assignment (TDA) match between the VER employee’s position and a surplus employee who is deemed to have the entry-level qualifications; and the surplus employee accepting the position as a targeted direct assignment”.
- No matching of positions is required with the Transition Exit Initiative.
- In addition, the payouts for the TEI and VER programs are different.
- For additional information see the AMAPCEO [“What is the Transition Exit Initiative or TEI?” fact sheet](#), which includes a comparison of the TEI and VER programs on page 3.

Can I be approved for both a TEI and a VER?

- While you can apply for the TEI and the VER at the same time, you cannot be approved for both a TEI and a VER.
- With the TEI one’s position is being given up to transform the OPS and with a VER one’s position is being given to a surplus employee.

How do I apply to for the Transit Exit Initiative?

- Please contact the Employer for a Transition Exit Initiative application form for AMAPCEO-represented employees and submit your completed application to your home position manager.
- The TEI is the Employer's program and the Secretary of Cabinet's memo directed employees to contact their Human Resources Advisor. The HRA can assist you in applying for the program.

How do I withdraw my TEI application?

- If you wish to withdraw your application, you must write to your home position manager prior to receiving a notice of approval.

If I am approved to exit the Ontario Public Service under the AMAPCEO Transition Exit Initiative, do I still receive Termination Payments as per Article 38 – Termination Payments or any other severance payments provided under the Collective Agreement?

- No. Article 38 is not applicable to employees who voluntarily resign from the OPS.
- Entitlements paid out under Paragraph 5 of the AMAPCEO Transition Exit Initiative Memorandum of Agreement are in lieu of the entitlements in Article 27.15 (Severance Entitlements), 27.20 (Enhanced Severance), and Article 38 (Termination Payments) of the Collective Agreement.

Are union dues collected on all TEI payments?

- Yes, all deductions are made including taxes, Employment Insurance (EI), Canada Pension Plan (CPP), pension contributions and union dues.
- Pursuant to Article 10.1 of the Collective Agreement between the Employer and AMAPCEO, "The Employer shall deduct from the wages/salaries of every employee covered by this Collective Agreement a sum equivalent to the dues or assessments of AMAPCEO. The deduction shall be remitted to AMAPCEO on a monthly basis".

Do I receive the Across The Board (ATB) increase during salary continuance TEI payments?

- If an ATB comes into effect during the first 6 months of salary continuance TEI payments then the ATB applies.

- If an ATB comes into effect beyond the 6-month notice period then ATB's does not apply because members are no longer considered OPS employees during this period of time.

Do I receive a Across The Board (ATB) or merit increases on lump sum TEI payments?

No, ABT and merit increases are not applied to TEI lump sum payments.

During the salary continuance for continuous service do vacation credits and pension credits continue to accrue under the TEI program?

- Yes, vacation credits and pension credits continue to accrue for the salary continuance for continuous service. However, if you attain sixty-five (65) years of age any remaining TEI balance will be paid as a lump sum. See Paragraph 5 (ii) of the TEI Memorandum of Agreement in the Collective Agreement on page 178 for more details.

Are partial years of service included when calculating years of service?

- For purposes of TEI, only full years of service are taken into consideration when calculating years of service.

The Secretary of Cabinet announced an expansion of the TEI Program in December 2018. This announcement indicated a deadline to apply of February 28, 2019. Do AMAPCEO-represented members have to apply for TEI by this deadline if they wish to exit the OPS on or before December 31, 2019?

- No, AMAPCEO-represented members do not need to apply by February 28, 2019 to be able to request an exit date on or before December 31, 2019. The TEI provisions in the Collective Agreement entitle regular employees in AMAPCEO to apply for the program at any time ([see pages 177 – 179](#)).
- The TEI approval rate varies by ministry. It is unknown if and how the Secretary of Cabinet's December 2018 communication or expanding staff eligible for the program from January 1 to February 28, 2019 affects the Employer's approval rate for TEI requests.
- However, if you are certain that you would like to exit the OPS by December 31, 2019 it may be advisable to submit your application by February 28, 2019 to increase your chances of approval by the Employer. Please see the Q and A regarding last day of work on page 2 of this fact sheet.

Q: Is there a bridging option under TEI, similar to Article 27 – Job Security in the Collective Agreement?

- No, there is no bridging option under TEI.
- Bridging is a surplus entitlement when employment ends involuntarily OR if a VER applicant is matched with a surplus AMAPCEO-represented member who accepts their position.