

OPS FACT SHEET

Conversion or “Rollover”

You may have heard the terms “conversion” or “rollover” before. These terms are used interchangeably. They describe the process undertaken to change an employee’s status in a particular position from temporary incumbent to permanent incumbent.

A conversion or a “rollover” can occur in two situations. The first situation occurs when a permanent employee (with a home position in the OPS) who has been working in a temporary assignment is confirmed into the temporary position on a permanent basis.

The second situation occurs when a fixed term (FXT) employee on a contract (without a home position in the OPS), is confirmed into a permanent position in the OPS.

To be converted in either situation, you must meet several requirements as laid out below.

Conversion – regular (permanent) employee: Conversion of a temporary assignment for a regular (permanent) employee with a home position in the OPS

If the position in which you are working is a “permanent” position, you can be assigned into this position on a permanent basis if:

- You have been in the position for at least 24 months; and
- You competed for the position at some point during this period; and
- There is no home incumbent in the position, i.e. you are not backfilling the position; and
- There is a continuing need for the work for at least another 18 months.

If you meet all of the above conditions, you may be converted into the position on a permanent position once the position has cleared surplus, i.e. no surplus employee has identified the position and has the necessary entry-level qualifications to be directly assigned into it.

To have a strong case for a rollover in this situation you will need to have been in the position for at least 42 months (24 + 18). For more information, please see Art. 18.8.1(e) of the Collective Agreement.

- A. If the position in which you are working is not a “permanent” position, the Employer can create a permanent position and assign you into this position on a permanent basis if:
- You have been in the position for at least 24 months; and
 - You competed for the position at some point during this period; and
 - There is a continuing need for the work to be performed for more than an additional 24 months; and
 - The newly created permanent position clears surplus, i.e. no surplus employee has identified the position and has the necessary entry-level qualifications to be directly assigned into it.

To have a strong case for a rollover in this situation, you will need to have been in the position for at least 48 months (24 + 24), provided the other conditions are met. For more information, please see Art. 18.8.5 of the Collective Agreement.

Conversion – FXT (contract) employee: Conversion of a contract employee without a home position in the OPS

- A. If the position in which you are working is a “permanent” position, the Employer can assign you into this position on a permanent basis if:
- You have been in the same position for at least 18 months; and
 - You competed for the position at some point during this period; and
 - There is a continuing need for the work to be performed for more than an additional 12 months; and
 - The position does not have a home incumbent, i.e. you are not backfilling; and
 - The position has cleared surplus, i.e. no surplus employee has identified the position and has the necessary entry-level qualifications to be directly assigned into it.

To have a strong case for a rollover in this situation, you will need to have been in the position for at least 30 months (18 + 12), provided the other conditions are met. For more information, please see Art. FXT. 7.4 of the Collective Agreement.

- B. If the position in which you are working is not a “permanent” position, the Employer can make your position permanent and assign you into this position on a permanent basis if:
- You have been in the same position for at least 18 months; and
 - You competed for the position at some point during this period; and
 - There is a continuing need for the work to be performed for more than an additional 12 months; and
 - The position does not have a home incumbent, i.e. you are not backfilling; and
 - The newly permanent position has cleared surplus, i.e. no surplus employee has identified the position and has the necessary entry-level qualifications to be directly assigned into it.

To have a strong case for a rollover in this situation you will need to have been in the position for at least 30 months (18 + 12), provided the other conditions are met. For more information, please see Art. FXT 7.2 of the Collective Agreement.

How to request AMAPCEO representation

A complete list of [Workplace Representatives](#) can be found on the AMAPCEO website. Please keep in mind that you are not restricted to a Workplace Representative in your particular Ministry.

If you are a signed-up AMAPCEO member, you can go to your [AMAPCEO Home Page](#) and access the services of a Workplace Representative through RADAR. RADAR is our web-based tool that helps connect members to Workplace Representatives without the worry of using the Employer’s email system. For more details, please see the [RADAR Factsheet](#), or just click on the *RADAR: My Workplace Issues* tab on your Home Page.