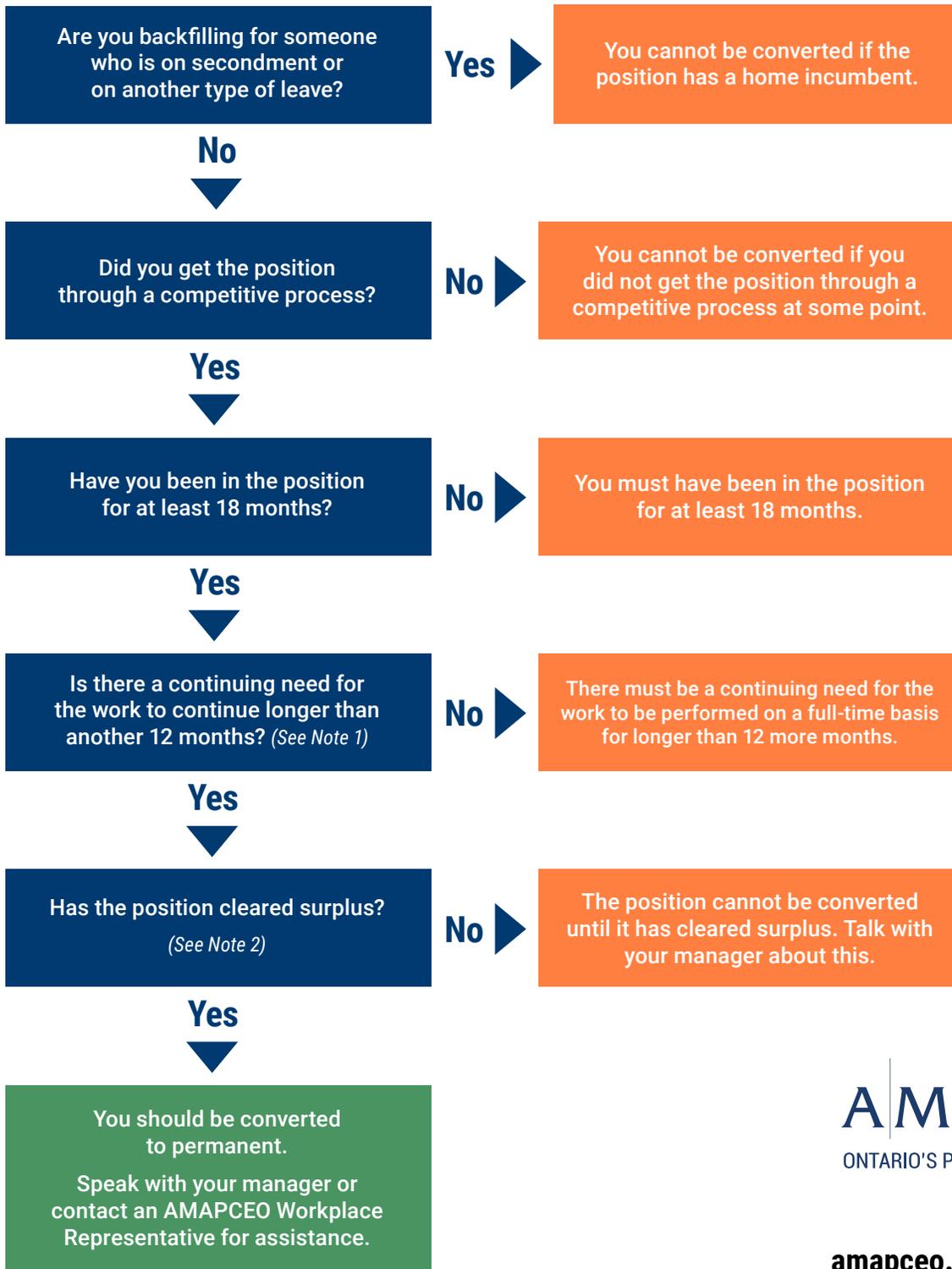


Conversion (or “Rollover”) for OPS Fixed-Term Employees

If you are a fixed-term employee without a permanent home position in the OPS, you may be eligible for conversion into your position on a permanent basis.

This flow chart is a resource; be sure to review the Conversion (or “Rollover”) to Permanent Fact Sheet on the AMAPCEO website (amapceo.ca/ops/conversion), and contact an AMAPCEO Workplace Representative if you have questions (amapceo.ca/wpr).



Notes

1. **Continuing need:** We recommend you speak with your manager about the continuing need for your position at the 18-month mark.

The OPS Employer has certain discretion to determine staffing needs, but a manager should start the conversion process at the 18-month mark if it is known that there is a continuing need for the work to be performed for longer than the next 12 months.

If the manager doesn't convert at the 18-month mark, AMAPCEO would need to have strong evidence that the work is needed for at least another 12 months to argue for your conversion to permanent.

The clearest way to demonstrate a "continuing need" is if you have already worked in the position for 30 months (the initial 18 months, plus an additional 12 months) or have a contract that takes you to the 30-month mark.

2. **Clearing surplus:** Before a position can be converted, it must be made available for at least 10 business days to any AMAPCEO-represented surplus employee who is qualified and eligible to fill the position. A surplus employee is one whose regular (or "permanent") position has been eliminated and they are searching for another position.

If no employee is matched to your position after that 10-day period, the position has "cleared surplus."

Your position will not be sent to clear surplus until your manager has initiated the conversion process.