

## What is the Transition Exit Initiative or TEI?

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The TEI allows permanent full time or part time employees the opportunity to leave the OPS with an exit package. If the Employer approves your TEI request, you will have the choice of receiving one of the three following options:

- A lump sum amount of six months pay, plus one week of wages per year of continuous service (no maximum); **or**
- Continuance of salary plus benefits (except STSP and LTIP) for six months, plus a lump sum of one week pay per year of continuous service (no maximum); **or**
- Continuance of salary plus benefits (except STSP and LTIP) for six months, plus salary continuance of one week pay per year of continuous service (no maximum) plus benefits (except STSP and LTIP).\*

If you are approved, but do not choose one of the three options, you will be deemed to have chosen the lump sum option.

TEI exit payments are based your home position salary. If you exit through TEI and are reappointed to an OPS position within 24 months, you will be required to pay back the six month payout.

*\*Salary continuance of one week pay per year of continuous service is only available to employees under the age of 65. If you become 65 while receiving salary continuance, the salary continuance will only continue until the end of the month you turned 65, at which point you will receive your remaining portion as a lump sum and begin to receive your PSPP pension.*

### Eligibility and Approval for TEI

The Employer's decision to approve TEI is based on:

1. Its plans to reduce positions in the AMAPCEO bargaining unit; and
2. A determination that the employee's exit supports the transformation of the OPS.

*Please be aware that the decision to approve all TEI requests rests solely with the Employer, but in exercising this discretion it must do so in good faith and without discrimination.*

To apply for TEI you must fill out a TEI application form found on the Employer's intranet site and submit it to your manager. If you wish to withdraw your application, you must write to your manager prior to receiving a notice of approval.

If your TEI request is approved you will receive a letter letting you know. Your last day of work will either be five working days following the approval, or any other date you and your manager agree upon. Your lump-sum exit payments, if you choose this option, should be provided no later than three pay periods following your exit date.

*Tip: Use any unused vacation and COC credits as paid leave prior to your last day of work.*

If the Employer does not make a decision on your application within 90 calendar days, you will receive a letter from your manager indicating that your TEI request has not been approved at this time, but that it will remain active for ongoing consideration.

## TEI Versus the Voluntary Exit Registry (VER)

Through the VER, you can register your home position as a vacancy for possible Targeted Direct Assignment (TDA) matching for a surplus employee. If a surplus employee is matched to your job through the TDA process, and the surplus employee accepts this match, then you will leave the OPS with a surplus exit package.

You can apply for TEI and be on the VER at the same time. Please see the attached chart comparing the similarities and differences between the TEI and the VER.

## For More Information

Please review the TEI Memorandum of Agreement (MOA) contained with the OPS Collective Agreement located on the AMAPCEO website. You can also consult the Employer's resources on TEI including the "Guide to AMAPCEO Transition Exit Program," found on the Employer's Intranet website.

For more information on the VER and TDA, please see the relevant OPS Factsheets posted on the AMAPCEO website [www.amapceo.on.ca](http://www.amapceo.on.ca)

## Still Confused About TEI?

Feel free to direct your questions to an AMAPCEO [Workplace Representative](#).

COMPARISON OF TEI AND VOLUNTARY EXIT REGISTRY (VER)	TEI	VER
Applies to regular and part-time regular AMAPCEO employees	Yes	Yes
Requires employee to voluntarily leave the Ontario Public Service	Yes	Yes
Exiting employee receives a surplus exit package ( <i>for more details on eligible surplus exit packages, please see Articles 27. 5.4 and 27.7.1 and 27.21</i> )	No	Yes
<p>Exiting employee receives one of the following three options:</p> <ul style="list-style-type: none"> <li>• A lump sum amount of six months pay, plus one week of wages per year of continuous service (no maximum); <b>or</b></li> <li>• Continuance of salary plus benefits (except STSP and LTIP) for six months, plus a lump sum of one week pay per year of continuous service (no maximum); <b>or</b></li> <li>• Continuance of salary plus benefits (except STSP and LTIP) for six months, plus salary continuance of one week pay per year of continuous service (no maximum), plus benefits (except STSP and ITIP)</li> </ul> <p>If no option is chosen, the employee shall be deemed to have chosen the lump sum option.</p>	Yes	No
<p>Approval is contingent on:</p> <ul style="list-style-type: none"> <li>• A targeted direct assignment (TDA) match between the employee’s position and a surplus employee who is deemed to have the entry-level qualifications; <b>and</b></li> <li>• The surplus employee accepting the position as a targeted direct assignment</li> </ul>	No	Yes
<p>The Employer has sole discretion to approve a request, and the decision is based on:</p> <ol style="list-style-type: none"> <li>1. The Employer’s plans to reduce positions in the AMAPCEO bargaining unit; <b>and</b></li> <li>2. A determination that the employee’s exit supports the transformation of the OPS.</li> </ol>	Yes	No