

VOLUNTARY EXIT REGISTRY QUESTION & ANSWER GUIDE

This resource seeks to provide AMAPCEO OPS represented employees' information on the Voluntary Exit Registry and changes that are in effect as of November 2014.

Q. What is the Voluntary Exit Registry?

A: Please see the [Voluntary Exit Registry \(VER\) fact sheet](#). Any permanent (classified) AMAPCEO-represented employee can register their job for the VER and, if matched with a surplus employee or laid-off employee on recall, will receive the surplus/layoff package available under Article 27 of the Collective Agreement.

Not only can you benefit personally by registering your job in the VER, you could also help a colleague on the surplus list.

Please also check the Voluntary Exit Option (VEO) fact sheet to determine if and how you can volunteer to exit in place of a surplus employee in your branch or work unit.

Q. How does the VER work?

A: Please see the VER fact sheet and Article 27. The VER program is open to all permanent (classified) AMAPCEO-represented employees in the OPS. You can register your home OPS position and/or remove your registration at any time until a match has occurred.

Within ten (10) working days following registration, your job will be treated like any other AMAPCEO vacancy and will be available for targeted direct assignment purposes.

Any surplus AMAPCEO-represented employee, or laid-off employee on recall who meets the entry level qualifications of your position and is at your position level or higher, can be matched as a targeted direct assignment into your job. If a targeted direct assignment match occurs, and the employee accepts, you will be required to take your surplus exit package within five (5) working days of the match being confirmed.**Note: A longer timeframe to exit can be negotiated with your manager.*

Please note that while a surplus employee has the ability to identify targeted direct assignment opportunities to the Employer, the evaluation and matching process is conducted by Redeployment Services in HR Ontario. As such, it is not possible to predict if and when a VER match to your position will occur.

Q. How long will it take for my position on the VER to be a targeted direct assignment match for a surplus employee or laid-off employee on recall?

A: Unfortunately, there is no way to anticipate how long it will take for a targeted direct assignment match to be made. It depends on a variety of factors including:

- the geographic location of the VER registrant (i.e. less chance of VER matches being made in geographic locations where there are very few positions being surplussed);
- the classification level of the VER registrant's job compared to the classification levels of the employees on the surplus list;
- how specialized or technical the VER registrant's position is;
- how many other registrants there are on the VER; and
- how many employees are on the surplus list, or on recall, at any one time.

Q. I suspect that my manager is actively blocking a match to my position. What can I do about it?

A: If you believe that your manager is unreasonably preventing matches to your position on the VER you should immediately contact a [Workplace Advisor](#) at the AMAPCEO Office for advice and assistance. [See the contact list here](#)

Examples may include:

- overstating the requirements of the job on your position's Job Information Package (JIP), or
- rebutting targeted direct assignment matches that the Redeployment Services Office (RSO) identifies as a potential match.

Q. What if I wish to withdraw my VER registration?

A: If you wish to withdraw your VER registration it is critical that you do this by formally notifying the Employer. The Employer maintains the official VER list. The Collective Agreement requires notification of withdrawal to be in writing to the Human Resources Branch.

Q. What if someone is matched to my home position that I've placed on the VER, but I decide I don't want to leave the OPS?

A: You will be deemed to have accepted your pay-in-lieu option if you are on the registry, there is a successful targeted direct assignment match **and** the surplus employee accepts the match. It is very important to only remain on the VER list if you are prepared to leave the OPS. Once a match is made you will have to take the pay-in-lieu option.

Q. If I place my job on the VER will I automatically get matched?

A: Unfortunately, there are no guarantees that your VER position will be a viable targeted direct assignment match for a surplus employee, or an employee on recall. The targeted direct assignment matching process is administered by the Employer who is required to follow Article 27 of the Collective Agreement. Please see Article 27 of the [Collective Agreement](#) and the [OPS Job Security Information](#) site for more information.

Q. Where can I find more information about the VER?

A: Article 27 of the [Collective Agreement](#) and specifically Article 27.4. You can also visit the [OPS Job Security Information](#) site and read through the other resources.

For additional assistance please contact your AMAPCEO

[Workplace Representative](#) or [Workplace Advisor](#).