



## Fact Sheet

### What is a work force adjustment situation?

A **work force adjustment** situation is one where your employment is jeopardized by:

- a lack of work (Definitions),
- discontinuance of a function (Definitions),
- the **relocation** of a work unit (Definitions),
- the closure of an office or work location(s) (6.4),
- an **alternative service delivery initiative** (7.1 - the transfer of any work, undertaking or business of the public service to any body or corporation that is a separate employer or outside the public service), for example
  - the devolution to another level of government,
  - P3s, and
  - contracting out and privatization.

In some work force adjustment situations only specific positions are involved in a work force adjustment, while in other cases the adjustment may involve entire work sections, functions or departments. The process for advising individuals and the right they have are specific where an alternate service delivery initiative is taking place.

Once the department is aware of a situation, it must advise those employees who may be involved (2.1, 2.2).

Where 10 or more indeterminate employees are involved, Treasury Board must advise the Public Service Alliance of Canada no less than 48 hours before the situation is announced. This notice must include the identify and location of the work units involved, the expected date of the announcement, the anticipated timing of the situation, the number of employees by group and level who will be affected (2.2.1).

**Note that the WFAA only applies to indeterminate employees.** Unfortunately, term employees are not covered by the WFAA.

