



Fact Sheet

Work Force Adjustment Appendix and You

Note that the WFAA only applies to indeterminate employees. Unfortunately, term employees are not covered by the WFAA. You will be notified in writing by your department if a **work force adjustment** situation affects you. Term and casual employees may not be officially notified of planned changes.

If your job is affected by a work force adjustment, you will be advised in writing of your status. If your status changes, the department must advise you in writing.

1. If the deputy head of your department identifies that your services may no longer be required, you will be notified in writing that you are **affected** (Definitions). Note that this step might be skipped if the deputy head identifies that your services WILL no longer be required beyond a specified date. If that's the case, you'll receive written notice under 2, 3 or 4. On the other hand, if your services are ultimately identified as necessary, you may not move any farther in the process or your affected status may be rescinded.
2. If the deputy head decides your services are no longer required beyond a specified date and there is likely to be employment available for you, you will be given a **guarantee of a reasonable job offer** (1.1.6). This gives you **surplus priority** until you receive a **reasonable job offer**.
3. If the deputy head decides your services are no longer required beyond a specified date and there is no likelihood of employment, you will not be given a guarantee of a reasonable job offer. Instead you will become an **opting employee** and will be given several options to choose from in order to help you make the transition to other employment (1.1.6).
4. Some employees may ultimately be **laid-off**.

Alternate Service Delivery initiatives are addressed in a different manner than other types of work force adjustment.

