



Workforce adjustment overview

Parks Canada is in a workforce adjustment (WFA) situation. This page provides a high-level overview of some key terms. For greater detail, please consult your collective agreement or the Parks Canada WFA Toolkit.

Affected status

An indeterminate employee is affected when they receive a letter saying their position may no longer be required due to workforce adjustment or may be changed due to Transformation activities.

- Being affected is not a layoff and does not impact pay, benefits, or conditions of employment.
- It is about the position and has nothing to do with the employee's performance.

Voluntary Departure Program

Employees who receive an affected letter have **30 calendar days** to apply for the Voluntary Departure Program (VDP).

- The VDP is used where a section may have more indeterminate employees than planned positions. It lets some employees leave by choice, with entitlements.
- Applying does not guarantee approval.
- Accepted employees receive financial benefits to resign or retire and may choose either **Option B** or **C**.
- They also receive severance pay, and some employees who choose Option B may have early retirement pension penalties waived.

Alternation

Alternation is a job swap.

- An opting or surplus employee who wants to stay trades positions with an indeterminate employee who is not affected and wants to leave.
- The employee who leaves may choose option **B** or **C (i)**.
- The two jobs must be alike and the employee must meet the requirements of the position.

Opting employee

An affected employee becomes opting when their position is no longer needed and Parks Canada can't guarantee them another job.

- This notification can be given after an affected letter, or right away.
- They then have **120 calendar days** to choose one of three options:

Management review of:

- Affected status
- VDP applications
- Possible reasonable job offers

- **Retained** (affected status rescinded)
- Reasonable job offer

Option A

12-month surplus priority status

Remain with Parks Canada as a paid, surplus employee and look for another job, with priority rights, for 12 months.

Option B

Transition Support Measure

Leave Parks Canada and receive a Transition Support Measure (TSM), a lump-sum payment based on years of service (4 to 52 weeks of pay).

Option C

Education Allowance + TSM

Receive a TSM, plus up to \$17,000 for education costs.

C (i)
Employee resigns

C (ii)
Leave without pay for up to 2 years

Where to get more information

- Your manager or Human Resources Advisor
- Public Service Alliance of Canada (PSAC): psacunion.ca

Parks Canada
WFA Toolkit:



parks.canada.ca/WFAtoolkit