

## EMPLOYMENT SECURITY PROCEDURE

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**Effective Date:** April 22, 2002

**Originating Office:** Human Resources

**Supersedes /Amends:** B-6

**Policy Number:** HR-4

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### SCOPE

This procedure applies to all permanent employees of the University unless specific provisions of a Collective Labour Agreement or Protocol apply.

### DEFINITION

For the purposes of this procedure, the following definition applies:

“designated employee” means an employee with employment security occupying an establishment position that is to be discontinued.

### PROCEDURE

The following procedure applies in order to provide the designated employee with fair treatment in the case of position abolition. When the need for organizational change is identified by a Department, Human Resources is contacted and requested to assist in providing advice and support to that change process.

1. Notice of the position abolition is given to the employee sufficiently in advance of the reorganization.
2. Every effort is made to assign the employee to other duties for which he is qualified. Where appropriate and as determined by the University, the University provides retraining and defrays the costs.
3. Any designated employee who cannot be assigned to a new or vacant position and who does not choose to resign and to receive a severance payment, must accept:
  - a. To fill any temporarily vacant position as long as the employee satisfies the normal requirements of the position;
  - b. To fill a work surplus or be assigned a special project.

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4. A designated employee is given first consideration for new and vacant positions at the same grade as the position which he held.
5. A designated employee who refuses a permanent position shall be deemed to have resigned.
6. A designated employee who has been assigned to another position is subject to a trial period of one hundred and twenty (120) working days. (see policy– *Probation and Trial Periods* ([HR-7](#)))
7. If during the trial period, the University determines that the employee is unable to meet the normal requirements for a position, the employee returns to his status of “designated employee”.
8. By mutual agreement, a designated employee may waive his right to employment security and receive a severance payment.
9. A designated employee placed in a position whose remuneration is less than the abolished position he occupied maintains his salary until the salary for the new position equals or surpasses his salary at the time of his reassignment.
10. If at the end of two years from the effective date of position abolishment, a designated employee has not been placed in a permanent position, the designated employee shall be placed on unpaid recall for a period of one year. If at the end of one year from the date of placement on unpaid recall, a permanent position is not found, then the employment relationship shall be completely terminated.
11. This procedure does not apply in the event that a state of financial exigency is declared.