

26. **Changes in Employment Status**

(a) Downgrading or elimination of positions

In the event the job function of a permanent employee is eliminated or reduced by reason of reorganization or a revision in systems and procedures, the Society will make reasonable effort to transfer any permanent employee wholly or partially displaced to a position of equal salary, provided the employee is qualified for such a position.

If there are no alternative positions available or offered, or the employee does not wish to transfer to the position offered, then the employment of the employee may be terminated on thirty (30) days notice, or payment accordingly in lieu of notice. Employees in their first three months of employment are not entitled to notice or payment in lieu of notice.

The Society may make alternative arrangements, other than as outlined above, that would be acceptable to both parties.

(b) Reduction of hours

Voluntary reduction of hours:

Employees who wish to reduce their permanently scheduled hours must put their request in writing and submit it to their supervisor. Any changes to the permanent staff schedule must be approved by the supervisor and H/R.

Employees who are enrolled in the benefits plan and who voluntarily reduce their permanently scheduled hours to less than 20 hours per week will have their benefits coverage terminated. Benefits will be re-instated immediately if the employee replaces the reduced hours with new permanent shifts, provided this occurs within six months.

Involuntary reduction of hours:

Permanent employees will be given written notice a minimum of two weeks in advance when permanently scheduled hours are reduced due to budgetary or program requirements. If the number of hours for a permanent full-time employee is being reduced by more than 50%, or to such a level that the employee will no longer be considered full-time, the employee will be given 30 days notice. The Society will make reasonable effort to transfer any permanent employee to a position of equal pay, provided the employee is qualified for such a position. Employees in their first three months of employment are not entitled to notice or payment in lieu of notice.

Employees who are enrolled in the benefits plan and whose permanently scheduled hours are reduced due to budgetary or program requirements may remain on benefits for up to two months. During this time, the Society will make reasonable effort to assist the employee to replace the reduced hours with new permanent shifts. If, at the end of two months, the employee has not secured additional shifts to make up an eligible position, benefits coverage will be terminated. Benefits will be re-instated immediately once an eligible position is secured, provided this occurs within six months.

(c) Promotion and/or transfer

Employees accepting promotions or transfers will have a 3-month probation period in the new position, after which they will review their performance with their immediate supervisor. If the employee does not pass the probation period, the Society will make reasonable effort to transfer the employee to a position of similar nature and pay to his/her previous position, provided the employee is qualified for such a position.

Employees who were already receiving benefits coverage at the time of the initial transfer/promotion, and who do not pass the probation period in the new position, will remain on benefits for up to two months while they secure an eligible position within Spectrum. If, at the end of two months, the employee has not secured a suitable position, benefits coverage will be terminated. Benefits will be re-instated immediately upon hiring into a suitable position within Spectrum, provided this occurs within six months.

(d) Demotion

Demotion means removal of an employee from his/her current position to a position of lower rank or classification. Demotion initiated by a supervisor may occur as a result of a performance evaluation. A demotion may also occur at the request of an employee. The employee's remuneration shall immediately reflect any such demotion.

(e) Lay-off and recalls

Lay-off:

A lay-off shall be defined as a reduction in hours due to budgetary or program requirements. If an employee is laid off, he/she will be given as much advance notice as possible, at least equivalent to the amount of severance notice he/she would be entitled by Labour Act Regulations. If circumstances require otherwise, all permanent employees will be given a minimum of two (2) weeks written notice of lay-off. The lay-off policy will not apply under the following conditions:

- An employee has not completed the probationary period
- An employee has the choice of accepting or rejecting work (ie., relief employee)
- An employee was employed to work for a definite term
- An employee has been dismissed.

Recalls:

Employees shall be recalled in order of their seniority and quality of work performance within their job classification. They will be recalled for a position if they are qualified to perform the duties, and it does not constitute a promotion. Employees on the recall list are eligible to apply for internal postings.

While on the recall list, the employee must inform the Society of any changes in his/her current address or telephone number.

(f) Resignation

Management staff are required to submit a letter of resignation at least thirty (30) calendar days before the effective date of resignation.

Employees (line personnel) are required to submit a letter of resignation at least fourteen (14) calendar days before the effective date of resignation.

Employees who resign from a permanent position and wish to continue working for the Society on a relief basis must apply to H/R.

Employees who resign from Spectrum will be asked to complete an Exit Interview, for purposes of assisting us to evaluate and improve our services and personnel practices. Employees may complete the exit interview on paper or online. The paper forms are available through H/R. The online form is on the Spectrum website under the 'Forms' link.