

City Manager's Office  
Tracey Cook, Interim City Manager

Work Selection  
People & Equity Division

Info Line:: 416 338-0016 (Option 2)  
E-mail: [workselection@toronto.ca](mailto:workselection@toronto.ca)  
Website: [www.toronto.ca/416](http://www.toronto.ca/416)

## CONFIRMATION OF DECLINING TO PARTICIPATE IN LAYOFF & BUMPING – 2022

I acknowledge that Service Hub/TEAM Central has provided me with an opportunity to participate in 2022 Temporary Layoff and Bumping in accordance with the process outlined in the Final Memorandum of Settlement, Article 28 – Letter of Agreement Re: Temporary Work Opportunities/Assignments. I wish to decline to participate in the 2022 Layoff and Bumping process.

I will be available for recall opportunities/assignments on \_\_\_\_\_  
in the classifications that I am eligible to be considered for as per my "Personal Work Selection List - 2022".

Should my date of availability change, I will provide written notification to Human Resources by email: [workselection@toronto.ca](mailto:workselection@toronto.ca). I understand that I will be notified of recall opportunities for which I am eligible that arise on or after receipt of my written notification and in accordance with my new availability date.

I understand I have the ability to remove or put any previously removed classifications back on my Personal Work Selection List, no later than one (1) week from being recalled.

I understand that Clause 27.06 of the Local 416 Collective Agreement states that an employee shall lose all seniority, service and his/her employment with the City shall be terminated if he/she is not recalled within 24 months of the date of his/her layoff.

\_\_\_\_\_  
EMPLOYEE NAME - PLEASE PRINT

\_\_\_\_\_  
EMPLOYEE #

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

***Please forward completed decline forms including your date of availability for Recall purposes via email: [workselection@toronto.ca](mailto:workselection@toronto.ca)***