

As seasonal/non-seasonal work terms will end over the fall and winter period, Local 416 members (COT Employees) currently in temporary work opportunities/assignments have an opportunity to accept layoff at the end of their assignment, select a temporary vacancy or exercise their seniority to bump into a temporary seasonal/non-seasonal opportunity/assignment provided that they possess the ability/qualifications required to perform the work and are available for the entirety of the assignment in accordance with the Letter of Agreement – Temporary Work Opportunities/ Assignments – Article 28.

A list of temporary seasonal/non-seasonal opportunities that are offered for bumping purposes, identifying the seniority dates of the current temporary incumbents and a list of current temporary vacancies will be available for viewing on the SEAS website and at Layoff and Bumping sessions. You are eligible to bump into or select these opportunities/assignments based on your seniority and as indicated on your Personal Work Selection List.

### **How do I make my bumping / vacancy selection?**

1. Temporary employees will be contacted by TEAM Central, in order of seniority, to attend a Layoff and Bumping Selection Appointment beginning on August 29, 2022.
2. If you are unable to attend your Layoff and Bumping Selection Appointment, you may complete a proxy form, authorizing a representative of your choice, to attend your appointment and act on your behalf. **For this option, you must fill out the “Proxy Form” and email to [workselection@toronto.ca](mailto:workselection@toronto.ca) no later than your Layoff and Bumping Selection Appointment.**
3. Alternatively, you may also authorize "TEAM Central" to make a selection on your behalf. **For this option, you must fill out the “Proxy Form” and complete the “Bumping/Vacancy Selection Form” whereby you may list your choices in order of preference. You must complete and sign your Bumping/Vacancy Selection Form and submit the completed/signed forms via email to TEAM Central at [workselection@toronto.ca](mailto:workselection@toronto.ca), by no later than your scheduled Layoff and Bumping Selection Appointment.**

You may review the entire list of temporary bumpable positions and vacancies on the SEAS website or attend a Layoff and Bumping session prior to your scheduled Layoff and Bumping Selection Appointment date and time.

Once received, TEAM Central will review your “Proxy Form” and “Bumping/Vacancy Selection Form” and will coordinate the selection of a temporary work opportunity/assignment based on the information provided in order of seniority and eligibility. Please note, failure to provide clear, sufficient choices in a timely manner may result in TEAM Central moving to the next employees on the list, until any information needed to clarify your preference is obtained. **Submissions received regarding your bumping/vacancy preferences are final and binding.**

### **Deliver via email to:**

[workselection@toronto.ca](mailto:workselection@toronto.ca)

**If you do not attend your Layoff and Bumping Selection Appointment and/or do not submit a proxy form/completed Bumping/Vacancy Selection Form prior to your selection appointment, it will be assumed that you are declining the right to participate in the Layoff and Bumping process and you will be laid off at the end of your assignment.**

# **Toronto 2022 BUMPING/VACANCY SELECTION FORM**

I wish to exercise my option to bump into or select a temporary non-seasonal/seasonal work opportunity available based on my seniority and eligibility as indicated on my Personal Work Selection List.

Below are my bumping/vacancy selection preferences with number 1 being my greatest preference. I understand that TEAM Central will coordinate the bumping/ vacancy selections submitted **no later than my scheduled Layoff and Bumping Selection Appointment.**

MY BUMPING/ VACANCY PREFERENCE	JOB #	CLASSIFICATION SELECTED	FOR HR USE	MY BUMPING/ VACANCY PREFERENCE	JOB #	CLASSIFICATION SELECTED	FOR HR USE
1				31			
2				32			
3				33			
4				34			
5				35			
6				36			
7				37			
8				38			
9				39			
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			

NAME (Please Print): \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

EMPLOYEE NUMBER: \_\_\_\_\_