

As seasonal / non-seasonal work terms come to an end over the fall and winter period, Local 416 Employees who are currently in a temporary work opportunity / assignment have the following options:

- a. Accept the layoff at the end of their opportunity / assignment, or
- b. Select a temporary vacancy, for which they have the ability / qualifications to perform the work (as outlined in their Personal Work Selection List), provided they are available for the entirety of the opportunity, or
- c. Exercise their bumping rights under the Letter of Agreement – Temporary Work Opportunities / Assignments – Article 28.

Local 416 Employees will be invited to attend the Layoff and Bumping Selection event, in order of seniority, at the Etobicoke Civic Centre beginning August 29, 2024. Invitation letters will be mailed / emailed with an assigned appointment date and time.

Local 416 employees can access the [SEAS Website](#) to view a list of bumpable temporary seasonal / non-seasonal positions (with current incumbents and seniority dates), along with current L416 temporary vacancies. Employees are eligible to bump into or select opportunities / assignments based on seniority as indicated on their Personal Work Selection List (PWSL).

### **What if I am unable to attend the appointment date / time?**

**Step One:** If you are unable to attend the appointment date / time, and you want to participate in the Layoff and Bumping Selection event, you must complete a proxy form that authorizes a representative of your choice, to attend your in-person appointment and act on your behalf. Alternatively, if you do not have a representative, you can elect TEAM Central or a Union Rep to act on your behalf. **To access the Proxy Authorization Form, go to the [SEAS Website](#) and download the form. Enter the required information, sign / date, and email to: [workselection@toronto.ca](mailto:workselection@toronto.ca) no later than your scheduled Layoff and Bumping Selection Appointment.**

**Step Two:** Additionally, if you are electing to use a proxy for your selection, you are required to complete and sign the Bumping / Vacancy Selection Form (table below). You are responsible to review the bumpable positions and vacancies on the [SEAS Website](#) and must list – in order of preference – the opportunities / assignments that you are interested in and qualified/able to do. **Once completed, sign / date the form and email to: [workselection@toronto.ca](mailto:workselection@toronto.ca) no later than your scheduled Layoff and Bumping Selection Appointment.**

**Step Three:** Once received, TEAM Central will review your 'Proxy Authorization 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. **Note:** Failure to provide clear, sufficient choices may result in TEAM Central moving to the next employee on the list. **Submissions received regarding your bumping/vacancy preferences are final and binding.**

**Important!** If you do not attend your scheduled Layoff and Bumping Selection Appointment, **or** do not submit a proxy form and '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 will result in layoff at the end of your assignment.**

## 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 (PWSL).

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

Bumping / Vacancy Preference	Job #	Classification Selected	For TEAM Central Use	Bumping / Vacancy Preference	Job #	Classification Selected	For TEAM Central Use
1				21			
2				22			
3				23			
4				24			
5				25			
6				26			
7				27			
8				28			
9				29			
10				30			
11				31			
12				32			
13				33			
14				34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Number