

## 2025 Options – Instructions on How to Select a Temporary Work Opportunity / Assignment

If you are unable to attend your work selection at your specified appointment time, the following options are available:

### Option 1 – Authorize a Personal Representative

You may authorize someone of your choice to represent you at your appointment to select your temporary work opportunity. For this option, you must fill out the 'Proxy Form' and 'Work Selection Preference Form' whereby you list your choices, in order of preference.

Please ensure you provide your proxy with clear, sufficient choices to make a selection for you. These forms must accompany the person you designate as your proxy.

### Option 2 – Submit Your Preferences

If you choose not to authorize someone to represent you at your appointment time, you may email your list of preferences. For this option, you must fill out the 'Work Selection Preference Form' whereby you list your choices in order of preference.

The Joint Committee will review your 'Work Selection Preference Form' and will select a temporary work opportunity, in seniority order, based on the information provided. Please note, failure to provide clear, sufficient choices may result in the Joint Committee moving to the next employees on the list, until any information needed to clarify your preference is obtained.

Email your list of preferences to: [workselection@toronto.ca](mailto:workselection@toronto.ca)

### For All Options:

- You must provide enough preferences so that a selection can be made for you.
- You are encouraged to view the web site to see which positions are available prior to your work selection date.
- Failure to make selection arrangements will result in junior employees making their selection and will reduce your available choices.
- Forms must be submitted by no later than the day of your selection.

Once a selection is made on your behalf utilizing one of the above options, it is **final and binding**.