

Frequently Asked Questions

1. When are work selection invitations being sent out?

Work Selection invitations will be mailed on February 3, 2025 and emailed on February 4, 2025.

2. Am I on the list for work selection?

As per the Local 416 Collective Agreement, all seasonal/temporary employees are invited to attend the Work Selection event, in seniority order. You can view the Seniority List effective January 2025.

3. Will I get the invitation by mail or email?

Work Selection invitations are mailed to your home address and emailed to the email address that we have on file.

4. I didn't get an invitation. Can you please send it to me?

Your invite letter was mailed to your home address and emailed to the email address that we have on file.

If you did not receive an invitation, email the work selection team at workselection@toronto.ca and provide your current mailing address and email address so that we can update our records, and resend your invite letter.

5. I am on maternity/paternity leave. Will I be invited to work selection?

Yes, all employees will be invited to participate in Work Selection. If you are unable to attend, you can either request a proxy to attend on your behalf or send your selections to workselection@toronto.ca. Selectors will map you to a job (provided you are qualified and able to do the job).

6. Do I need to bring the invitation with me?

Yes, it is recommended to bring your Work Selection invitation with you to your scheduled appointment date and time. Additionally, you must bring your Driver's License (or other photo identification) and City Permits (if applicable).

7. Where can I find a list of available jobs?

A list of temporary seasonal and non-seasonal vacancies will be posted the external Local 416 website (www.toronto.ca/416) during the week of February 10th. You may review the list prior to your scheduled Work Selection appointment date and time.

8. When will I know what vacancies I can pick from?

The classifications that you are qualified to do are listed on your Work Selection invitation. You will be able to select jobs that are identified on the Personal Work Selection List section of the invitation letter.

Additionally, you can also look at vacancies in the default classifications (that do not require formal assessment to qualify for placement). Default jobs are:

- Labourer 2 (no Driver's License required),
- PFR Custodian (no Driver's License required),
- Light Equipment Operator 1 (must have a valid G Driver's License and City Permit), and
- Transfer Station Operator (subject to physical demonstration).

You can review the list of temporary seasonal and non-seasonal vacancies on the external Local 416 website (www.toronto.ca/416) and pre-select positions of interest. When you attend your Work Selection appointment, a Selector will review your selection(s) to see if the position(s) are still available. If they are available, the Selector will review your qualifications, to determine if you can be placed in the job.

9. I am unable to attend work selection (unwell/too far/out of the country/jury duty etc.). What are my options? Can I get a phone call?

If you are unable to attend your Work Selection appointment, you may complete the 'Proxy Authorization Form' found on the SEAS website, authorizing a representative of your choice, to attend your appointment and act on your behalf. For this option, you must fill out the form and email to workselection@toronto.ca no later than your Work Selection appointment date and time.

Alternatively, you may also authorize a Work Selection staff member or a union representative to select on your behalf. For this option, you must fill out the 'Proxy Authorization Form' and complete the '2025 Work Selection Preference Form' where you can list your choices, in order of preference. You must complete and sign the Work Selection Preference form and email the completed/signed forms to TEAM Central at workselection@toronto.ca, no later than your scheduled Work Selection appointment.

Important! If you do not attend your Work Selection appointment and/or do not submit a proxy form/completed Work Selection Preference form **prior** to your Work Selection appointment, it will be assumed that you are declining the right to participate in the Work Selection process and will be recalled on the availability date indicated on your Recall Classification form.

10. I am attending work selection by proxy. Does my proxy need to bring in my city permit?

No, your proxy can provide your details (full name and employee number) to the selector who will confirm your City Permit validity with Fleet on your behalf. It is your responsibility to make sure you have valid City Permit if you decide to pick a contract that requires a City Permit.

11. I am running late to my work selection appointment. Will I still be able to participate / select a job?

It is your responsibility to be on time for your scheduled Work Selection appointment. If you are running late, it is recommended to contact the Union who will advise the Work Selection team. Upon your arrival, you will be invited to meet with the next available Selector. Please be aware, if a job that you were interested in was already selected by senior employee, you will not be able to select it, you will only be able to select from the positions that are available.

12. I am not available during the scheduled date / time indicated on my invitation. Can I choose another time?

If you are unable to attend your scheduled Work Selection appointment, you will not be able to select another date / time, as invitations are sent to employees in seniority order. In this instance, you must designate a person to make your work selection on your behalf. Complete / submit the Proxy Authorization form and Work Selection Preference form, email the completed forms to workselection@toronto.ca.

13. What phone number / email do you have on file for me? I would like to change that.

To verify contact information and/or make a change to your phone number / email, send an email to workselection@toronto.ca. As per your email request, the Work Selection team will confirm/update your information listed on your file.

14. I do not wish to participate in work selection this year. How do I inform the City of this. I would like to remain on layoff. Will I still be eligible to select work in the future?

You have the right to decline Work Selection. If you decline to participate, you are required to complete / sign a 'Declining to Participate in Work Selection Form' and indicate your date of availability. You must email the completed form to workselection@toronto.ca. The Work Selection team will notify you of recall opportunities on the date you indicate that you are available. You will be able to remove or add classifications back on your PWSL, no later than one (1) week from being recalled.

Important! Your recall rights will expire if you have not worked for a period of over 24 months.

15. I have accepted a permanent position with the City. I received an invitation to work selection. Do I still need to attend?

No, you do not need to attend. It is your responsibility to immediately notify the Work Selection team at workselection@toronto.ca with your full name, employee number and date you became permanent.

16. What jobs am I eligible to pick from?

During Work Selection, Selectors will review the available jobs with you. To work select a position, you must have the classification on your Personal Work Selection List (PWSL).

17. I don't see any jobs on the list for the location I would like to work at. Can I take a contract and switch to another location if it becomes available?

No, contracts selected at Work Selection are final and binding. If another position becomes available in a location that you want, you will not be able to switch.

18. I see two contracts that I am interested in picking, but they overlap a little. Can I still select them?

No, start dates and end dates cannot overlap. The City will not release you earlier. You will need to select another job that lines up with your first selection.

19. I now have a DZ license. Will I be eligible to select jobs that require this license?

Driver's License information will be updated by Fleet Services prior to Work Selection. To select a position you will require a valid license and City Permit. If you do not have the required DZ & CZ City Permit, at the time of selection, you must provide us with your verbal consent, so we can verify your details with Fleet Services. If you meet the requirement, you will be scheduled for City Permit testing.

Note: you must pass the City Permit testing requirements before you start your contract. If you are unsuccessful, you will be removed from the contract.

20. My City driver's permit will expire in XXX month. How do I get it renewed?

Note: City Permits are valid (grace period) for up to two (2) years.

If the City Permit Expired WITHIN the 2-year grace period:

To renew the City Permit (i.e. G, DZ and/or CZ), if the employee:

- Has a City issued email address: the employee must send a City Permit renewal request email to: driverpermit@toronto.ca.
- Does NOT have a City issued email address: the Supervisor must send the renewal request to driverpermit@toronto.ca.

If the City Permit Expired AFTER the grace period:

- **For G City Permits:** TEAM Central must email the Supervisor to advise that the employee will be required to complete the online course through ELI to obtain the G City Permit.
- **For Expired DZ / CZ City Permits:** TEAM Central will schedule the appropriate permit testing and will advise the employee of the testing location, date and time.

21. I now have a medical condition. Will I be able to get an accommodation on the job that I pick?

The City of Toronto is committed to providing employees with suitable accommodation where medically warranted, in the form of modified work or alternate work. Generally, workplace accommodations are temporary in nature, with the goal of resumption of pre-disability job duties and work hours.

If you have a medical condition(s) that may require an accommodation, your treating health care professional must complete the 'Return to Work Information Form'. You will be required to provide the completed form to your supervisor.

22. I am hearing impaired and require an interpreter for work selection. Can this be arranged?

The City of Toronto will arrange for an interpreter to attend your Work Selection appointment with you. To request this service, send an email to workselection@toronto.ca.

23. I was on sick leave, but I've been cleared to return to work. Who do I contact?

Once you have been cleared to return to work, you are responsible for immediately advising the city, in writing. Send an email to workselection@toronto.ca with full name and employee number, and your availability date.

24. I have provided my availability for recall, but I can't remember what date I provided. Can you tell me?

To obtain your availability date, you can send an email to workselection@toronto.ca

25. My current contract goes until April 2025. Can I still participate in Work Selection?

Yes, all temporary and eligible Local 416 employees are invited, in seniority order, to attend the Work Selection event. At the event, employees may select their temporary work opportunities / assignments for the upcoming year. You can only select a contract that starts at the end of your current contract.

26. I have not received a copy of my placement letter. Can it be sent to me?

To obtain a copy of your placement letter, send an email to workselection@toronto.ca.

27. I am not interested in participating in work selection. I would like to resign and want to know the process.

To submit your resignation, send your resignation letter via email to workselection@toronto.ca, including your full name, employee number and effective date.

28. What is my recall classification and how do I update it?

A recall classification is a classification that is listed on your Personal Work Selection List (PWSL) whereby you cannot refuse if recalled. Employees can update their recall classification at Work Selection and/or upon layoff.

29. How often are the jobs updated on the Work Selection website?

Jobs are updated at the end of every session.

30. What happens if a contract gets extended and I have already picked another contract at Work Selection?

In the event your contract gets extended, it is your responsibility to advise your supervisor of your next contract start date.

31. Can my contract be extended to line up with my new contract I selected at Work Selection, so that I have no break in service?

No, you cannot extend your current contract to line up with your new contract. The contract extensions are based on division's operational needs.

32. Will I be getting a new uniform and if so, where do I collect it?

If you are eligible for a uniform, you can collect your uniform at the Work Selection event after you have selected your contract.