



City Manager's Office  
Paul Johnson, City Manager

People & Equity Division  
Talent Acquisition  
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Mary Madigan-Lee  
Chief People Officer

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Email: [workselection@toronto.ca](mailto:workselection@toronto.ca)  
Website: [www.toronto.ca/416](http://www.toronto.ca/416)

## LAYOFF & BUMPING: Declining to Participate Form

I acknowledge that Talent Acquisition has provided me with an opportunity to participate in 2025 Temporary Layoff and Bumping in accordance with Article 28, Letter of Agreement – Temporary Work Opportunities / Assignments contained in the Local 416 Collective Agreement. I wish to decline to participate in the 2025 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 (PWSL).

Should my date of availability change, I will provide written notification to Talent Acquisition 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 PWSL, 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 (Print)

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

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

\_\_\_\_\_  
Date

**Forward completed decline forms including your date of availability for recall purposes via email: [workselection@toronto.ca](mailto:workselection@toronto.ca), prior to your scheduled appointment.**