

The intent of this FAQ document is to provide answers to commonly asked questions regarding the yearly Layoff & Bumping event.

#	Question	Answer
1.	When are the Layoff and Bumping invitations being sent?	Invitations will be <b>mailed</b> to your home address and <b>emailed</b> to the email address on file the week of September 8, 2025.
2.	Do I need to bring the invitation with me to the Layoff & Bumping event?	Yes, it is recommended to bring your Layoff and Bumping 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).
3.	Am I on the list to be invited to the Layoff and Bumping event?	<p>Active employees with seniority dates and hours will be invited to the event, in seniority order (see the Seniority List effective July 2025).</p> <p>Employees who work selected two contracts will not be invited to the event.</p> <p>If you did not receive an invitation, email the work selection team at <a href="mailto:workselection@toronto.ca">workselection@toronto.ca</a> for further explanation.</p>
4.	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 ( <a href="http://www.toronto.ca/416">www.toronto.ca/416</a> ) during the week of September 8, 2025.
5.	What jobs / classifications am I able to select?	<p>The classifications that you are qualified to do are listed on your Layoff and Bumping invitation. You will be able to select jobs that are identified on the Personal Work Selection List section of the invitation letter.</p> <p>Additionally, you can also look at vacancies in the default classifications (that do not require formal assessment to qualify for placement). Default jobs are:</p> <ul style="list-style-type: none"> <li>○ Labourer 2 (no Driver's License required),</li> <li>○ PFR Custodian (no Driver's License required),</li> <li>○ Light Equipment Operator 1 (must have a valid G Driver's License and City Permit), and</li> <li>○ Transfer Station Operator (subject to physical demonstration).</li> </ul> <p>You can review the list of temporary seasonal and non-seasonal vacancies on the external L416 website (<a href="http://www.toronto.ca/416">www.toronto.ca/416</a>) and pre-select positions of interest. When you attend your Layoff and Bumping 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.</p>

#	Question	Answer
6.	I am unable to attend the event (unwell/on leave/jury duty, etc.). What are my options?	<p>If you are unable to attend your Layoff and Bumping appointment, you can choose to have a proxy (e.g. friend, family member, Talent Acquisition, or Union Representative) to attend your appointment date/time and select on your behalf.</p> <p>Should you elect to have a proxy select on your behalf, you must complete the 'Proxy Authorization Form' and the 'Layoff Bumping – Instructions and Selection' form (located on the SEAS website). You must list your choices, in order of preference, sign and email the forms to <a href="mailto:workselection@toronto.ca">workselection@toronto.ca</a>, no later than your scheduled Layoff and Bumping appointment date and time.</p> <p><b>Important!</b> If you do not attend your Layoff and Bumping appointment and/or do not submit a proxy form/completed Layoff Bumping – Instructions and Selection form prior to your Layoff and Bumping appointment, it will be assumed that you are declining the right to participate in the event and will be recalled on the availability date indicated on your Recall Classification form.</p>
7.	I am attending the Layoff and Bumping event by proxy. Does my proxy need to bring in my license or/ city permit?	No, your proxy can provide your details (full name and employee number) to the Selector who will confirm your license/ City Permit validity with Fleet on your behalf. It is your responsibility to make sure you have valid license and City Permit if you decide to pick a contract that requires both.
8.	I am running late to my Layoff and Bumping appointment. Will I still be able to participate/select a job?	It is your responsibility to be on time for your scheduled 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.
9.	I am not available during the scheduled date/time indicated on my invitation. Can I choose another time?	<p>If you are unable to attend your scheduled Layoff and Bumping appointment, you will not be able to select another date/time, as invitations are sent to employees in seniority order.</p> <p>You will be required to designate a person to make your work selection on your behalf. Complete/submit the Proxy Authorization form and 'Layoff Bumping – Instructions and Selection' form, email the completed forms to <a href="mailto:workselection@toronto.ca">workselection@toronto.ca</a>.</p>
10.	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 <a href="mailto:workselection@toronto.ca">workselection@toronto.ca</a> . As per your email request, the Work Selection team will confirm/update your information listed on your file.

#	Question	Answer
11.	<p>I do not wish to participate in the Layoff and Bumping event.</p> <p>How do I inform the City of this as I would like to remain on layoff. Will I still be eligible to select work in the future?</p>	<p>You have the right to decline to attend the Layoff and Bumping event. If you decline to participate, you are required to complete / sign a 'Layoff Bumping - Declining to Participate Form' and indicate your date of availability. You must email the completed form to <a href="mailto:workselection@toronto.ca">workselection@toronto.ca</a>. 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 put any previously removed classifications back on your PWSL, no later than one (1) week from being recalled.</p> <p><b>Important!</b> Your recall rights will expire if you have not worked for a period of over 24 months.</p>
12.	I don't see any jobs on the list for the location I would like to work at. Can I take a contract and bump into another location?	Yes, as long as the contract is 8 weeks or more in length, you have enough seniority and are qualified to perform the job listed on your PWSL.
13.	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 from your current contract earlier. You will need to select another job that lines up with your previously selected contract.
14.	I now have a DZ license. Will I be eligible to select jobs that require this license?	<p>Driver's License information will be updated by Fleet Services prior to the Layoff and Bumping event. To select a position you will require a valid license and City Permit. If you do not have the required DZ &amp; 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.</p> <p><b>Important!</b> You must pass the City Permit testing requirements before you start your contract. If you are unsuccessful, you will be removed from the contract.</p>
15.	My City driver's permit will expire in XXX month. How do I get it renewed?	<p>Note: City Permits are valid (grace period) for up to two (2) years.</p> <p>If the City Permit Expired <u>WITHIN</u> the 2-year grace period: To renew the City Permit (i.e. G, DZ and/or CZ), if the employee:</p> <ul style="list-style-type: none"> <li>○ Has a City issued email address: the employee must send a City Permit renewal request email to: <a href="mailto:driverpermit@toronto.ca">driverpermit@toronto.ca</a>.</li> <li>○ Does NOT have a City issued email address: the Supervisor must send the renewal request to <a href="mailto:driverpermit@toronto.ca">driverpermit@toronto.ca</a>.</li> </ul> <p>If the City Permit Expired <u>AFTER</u> the grace period:</p> <ul style="list-style-type: none"> <li>○ For G City Permits: TEAM Central must email the Supervisor to advise that the employee will be required to complete the online</li> </ul>

#	Question	Answer
		<p>course through ELI to obtain the G City Permit.</p> <ul style="list-style-type: none"> <li>For Expired DZ / CZ City Permits: Employees must be fully qualified to exercise their right to bump or to be reassigned into a vacancy. TEAM Central can schedule testing for expired DZ/CZ City Permits only at Work Selection – this is not done during the Layoff and Bumping event.</li> </ul>
16.	I have a medical condition now. Will I be able to get an accommodation on the job that I pick?	<p>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.</p> <p>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.</p>
17.	I am hearing impaired and require an interpreter for work selection. Can this be arranged?	<p>The City of Toronto will arrange for an interpreter to attend your Layoff and Bumping appointment with you. To request this service, send an email to <a href="mailto:workselection@toronto.ca">workselection@toronto.ca</a>.</p>
18.	I was on sick leave, but I've been cleared to return to work. Who do I contact?	<p>Once you have been cleared to return to work, you are responsible for immediately advising the city, in writing, of any changes to information on file in accordance with paragraph B1, prior to their Work Selection or recall, as applicable.</p> <p>Send an email to <a href="mailto:workselection@toronto.ca">workselection@toronto.ca</a> with full name and employee number, and your availability date.</p>
19.	I provided my availability for recall, but I can't remember what date I provided. Can you tell me?	<p>To obtain your availability date, you can send an email to <a href="mailto:workselection@toronto.ca">workselection@toronto.ca</a>.</p>
20.	My current contract goes until October. Can I still participate in the Layoff and Bumping event?	<p>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 new contracts after your current contract ends.</p>
21.	I do not have a copy of my placement letter. Can it be sent to me?	<p>To obtain a copy of your placement letter, send an email to <a href="mailto:workselection@toronto.ca">workselection@toronto.ca</a>.</p>

#	Question	Answer
22.	I do not want to participate in the Layoff and Bumping event as I would like to resign from the City. What do I do?	To submit your resignation, send your resignation letter via email to <a href="mailto:workselection@toronto.ca">workselection@toronto.ca</a> . including your full name, employee number and effective date.
23.	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.
24.	How often will the posted jobs on the Local 416 website get updated?	The Local 416 website is updated during the Layoff & Bumping event, after every session.
25.	What happens if a contract gets extended and I have already picked another contract at the Layoff and Bumping event?	If an extension is requested <u>after</u> you select a job at the Layoff & Bumping event, and the extension overlaps with the start date of your new contract – the extension will not be granted. You will be required to begin your selected contract at the start date as indicated on your Placement Letter.
26.	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, individuals cannot extend their current contract to line up with their new contract. Contract extensions are determined solely by the division and is based on division's operational needs.
27.	How / when will I know if I was bumped out of my job?	You will be contacted by the Work Selection team as soon as possible to advise of the bump.
28.	If I am bumped out of my job, what are the next steps?	<p>The Work Selection team will provide you with options (i.e. to accept layoff, to view vacancies, or if applicable, to view bumping opportunities) to continue working.</p> <p>If you elect to view vacancies/bumping opportunities, a list of jobs will be provided to you, based on the classifications that are listed on your PWSL. You will be given the opportunity to review the positions and will be provided with a deadline to provide a list of your preferences.</p> <p>The Work Selection team will review your preferences. Jobs will be offered to employees – in seniority order.</p> <p>Should there be no suitable options available, you will receive a 'Layoff Due to Bump' letter that confirms your new end date.</p>

#	Question	Answer
29.	What happens if I do not attend my scheduled Layoff and Bumping invitation date and time?	If you do not attend the in-person event, you will be contacted closer to the end of your contract and will be provided with all options (i.e. layoff, vacancies and bumps).
30.	What happens if I attend the event and there is nothing for me to select?	If there was no work available to you (no vacancies and no bumps), you will be contacted closer to the end of your contract and will be provided with all options (i.e. layoff, vacancies, bumps).
31.	What happens if I attend the Layoff and Bumping event, and I decline the provided vacancies and bumps?	<p>If you decline the vacancies and bumps provided to you, this means that you will have exercised your bumping rights.</p> <p>The Work Selection team will contact you closer to the end of your contract. You will only be provided with <u>new</u> vacancies received <u>after</u> the Layoff and Bumping event.</p>
32.	If I selected 2 contracts at Work Selection and I have a 8 week break in-between, can I elect to bump into another contract?	No, you can only bump into another contract <u>after</u> your last contract is completed. See Collective Agreement: "Where a temporary employee has selected more than one work opportunity / assignment and there is an intervening period of layoff, the employee shall only exercise their bumping rights upon completion of the last work opportunity / assignment chosen".
33.	Can I pick a vacancy that has a start date before my contract ends? If no, why not?	No, you can not select a vacancy that has a start date before your current contract ends. <u>The contracts cannot overlap.</u> You will be provided with options after your current contract ends based on what you are qualified to do and what is listed on your PWSL – Personal Work Selection List.
34.	Can I be bumped from a job that I bumped someone else from?	No, if a position is bumped once, it cannot be bumped again.
35.	Can I be bumped from a vacancy that I choose at the Layoff & Bumping event?	Yes, you can be bumped from a vacancy that you selected at the Layoff and Bumping event if the contract is 8 weeks or more.