

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 September 14, 2026. 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?

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 and preference 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 Talent Acquisition or a Union Rep to act on your behalf. **To access the Proxy Authorization and Preference Form, please see below or go to the [SEAS Website](#) and download the form. Enter the required information, sign / date, and email to: workselection@toronto.ca no later than two (2) business days prior to your scheduled Layoff and Bumping Selection Appointment.**

Important! If you do not attend your scheduled Layoff and Bumping Selection Appointment, **or** do not submit a Proxy Authorization and Preference 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.**

2026 Proxy Authorization For Layoff & Bumping

I understand I may exercise my option, in seniority order, to select a temporary work opportunity / assignment. If I am not available to attend my Layoff and Bumping Selection Appointment on the assigned date and time, and intend to select a temporary opportunity / assignment, I must complete this Proxy Authorization form.

I give permission to the below listed proxy who has agreed to attend my Layoff and Bumping Selection Appointment and act on my behalf.

I understand that:

1. My proxy must be a minimum of 21 years of age.
2. I am responsible for my proxy attending my Layoff and Bumping Selection Appointment at the correct date and time.
3. The bumping selection my designated proxy makes on my behalf is final and binding.
4. My proxy will be responsible to bring me the signed contract (i.e. Placement Letter).

I must complete and submit the 2026 Proxy Authorization For Layoff & Bumping Form to Talent Acquisition no later than two (2) business days prior to my scheduled Layoff & Bumping Appointment.

Recall Availability Date

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).

Send via email to the attention of Talent Acquisition to: workselection@toronto.ca

Designated Proxy Name (Please Print)

Date Signed

Designated Proxy Signature

Designated Proxy Telephone

By signing below, I give permission to the above named Proxy to act on my behalf to select my temporary work opportunity / assignment.

Employee Name (Please Print)

Employee #

Employee Signature

Date Signed

2026 Layoff & Bumping Preference Form

Below are my temporary Layoff & Bumping opportunity preferences with number one (1) being my greatest preference.

I understand that the opportunity selected will be based on my seniority and eligibility as indicated on my Personal Work Selection List (PWSL).

My Layoff & Bumping Preference	Job ID & Classification Selected	My Layoff & Bumping Preference	Job ID & Classification Selected
1		16	
2		17	
3		18	
4		19	
5		20	
6		21	
7		22	
8		23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
15		30	

Employee Name (Please Print)

Employee #

Employee Signature

Date Signed