



City Manager's Office
Paul Johnson, City Manager

People & Equity Division
Talent Acquisition
55 John Street, 5th Floor
Toronto, ON M5V 3C6

Kate Manson-Smith
Chief People Officer

Info Line: 416-338-0016 (Option 2)
Email: workselection@toronto.ca
Website: www.toronto.ca/416

2026 Confirmation of Declining to Participate in Layoff & Bumping

I acknowledge that Talent Acquisition has provided me with an opportunity to participate in 2026 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 2026 Temporary Layoff & 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 the People & Equity Division, Talent Acquisition by emailing: workselection@toronto.ca. I understand that I will be notified of recall opportunities 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 my recall classification can be changed at Work Selection and/or upon layoff.

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 (Please Print)

Employee Number

Employee Signature

Date Signed

Forward completed decline forms including your date of availability for Recall purposes via email: workselection@toronto.ca, at least two (2) business days prior to your scheduled appointment.