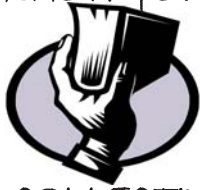


KNOW YOUR



COLLECTIVE
AGREEMENT

Moving around in your job classification

A position in your permanent job classification is posted. It's in a community you've always wanted to live in. You submit an application form. It's rejected. Human Resources says you should have put your name on a lateral transfer list. This

column will help you avoid a disappointment like this. It explains how you can move to a vacancy in the same job classification in another work location, a vacancy in different department in the same work location, and to a vacancy with a different status (i.e., part-time or full-time, or different type of shift).

Table 1 - Moving from one position to another in the same job classification, in the order vacancies are filled

1 Pre-posting placements under Article 15.01

These types of pre-posting placements happen before any moves with your job classification:

1. Re-appointments and re-locations of redundant employees
2. Return-to-work placements
3. Special transfer requests

2 Status transfers in the same work location according to Article 15.01, LOU B13, and LOU B24

These include:

- Movement from a part-time position to a full-time position if you previously held the classification on a full-time basis
- Movement from a full-time to a part-time position
- Movement from an "A" or "B" type position into an "S" (shift) type position, and vice versa

3 Assignments to a different department in the same work location under Article 51

- Work assignments are made by seniority from those who have put their names on the electronic expression of interest lists.
- To apply, you must get on the electronic list before the last day of the preceding calendar month. Go to the WSN Home page. At the top, click on "Employee Services", then click on "Expression of Interest", and follow the instructions.
- You are considered to have accepted the assignment, once Human Resources notifies you it is available.

4 Lateral transfers to a different work location, under Article 15.01

- Lateral transfers occur after all other pre-posting placements and Article 51 assignments and before vacancies are posted on the job board.
- Appointments are made from electronic transfer lists. To get on a list, go to the WSN Home page. At the top, click "Employee Services", then click on "Lateral Transfer", and follow the instructions.
- When you are offered the lateral transfer, you will be given a week to make your decision.

The major collective agreement articles that apply to moving within your permanent job classification are:

- ▶ Article 15 - Pre-posting Placement and Posting of Positions
- ▶ Article 51 - Permanent Assignments
- ▶ LOU B13 - "S" Type Employees and Status Transfers
- ▶ LOU B24 - Lateral Transfers Between Classification Types (signed June 6, 2006)

Remember these points

- ▶ Assignments and transfers occur before a vacancy is posted.
- ▶ Assignments and transfers within the same work location precede transfers between different work locations.
- ▶ Vacancies are filled – by seniority – first through the Article 51 expression of interest lists, followed by the Article 15 lateral transfer lists. You must put your name on these lists if you want to transfer.
- ▶ If you are on an Article 51 list, you can't refuse the vacancy – so it's important to take yourself off the list if you no longer want the assignment. If you are on more than one list, you will be placed in the first position that becomes available.
- ▶ If you are on a lateral transfer list and a vacancy comes up, you have a week to decide if you want the vacancy.

SENIORITY GOVERNS THE FILLING OF VACANCIES IN STEPS 2 TO 4