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Introduction

The information contained in this **Employee Information Kit** is intended to assist employees affected by Regionalization. It provides key information which will better equip you with the knowledge necessary to make informed decisions on relocation.

This Kit was prepared in recognition of the fact that there are two categories of affected workers: those who accept Relocation and those unable to relocate. The Kit contains material on your benefits and entitlements, including Regionalization Enhancements and other information that may be of benefit. The actions outlined in this Kit are subject to the provisions of collective agreements, where applicable. Hopefully the material enclosed will be of assistance as you assess your situation.

The Section on the Employee Assistance Program (EAP) outlines services you may request to help you deal with personal issues for you and your family. These services are available on a confidential basis. There is more information available on EAP on page 25 of this Kit.

On page 27 of this package you will see the names and phone numbers of staff of the Public Service Commission, Treasury Board Secretariat and Department of Finance. Those employees and the Human Resources Division within your department are available should you require their help.

**REGIONALIZATION
EMPLOYEE SUPPORTS AND BENEFITS**

Regionalization Employee Supports and Benefits

For Employees who Accept Relocation

1. The following enhancements will be available to employees who are relocated due to regionalization. These enhancements are in addition to what is already available under the existing Relocation Policy. (See p 4 in your Kit). They include:
 - a. A 5-day **House Hunting Trip** provided for **all** family members who will be relocating.
 - b. A 3-day, return “**Personal Business**” trip for the relocating employee or a designated family member, to the community of departure, to allow for the finalization of personal matters associated with the move.
 - c. In addition to normal entitlements, employees who relocate will also be entitled to an additional cash payment of **\$1000.00** to help defray extraordinary expenses.
 - d. Access to the **Home Equity Assistance Program** to financially compensate employees who relocate under Regionalization and who face a significant loss in the sale of their principal residence upon relocation to the new area of work. (See p 12 in your Kit)

2. Staff exploring the financial viability of Relocation will be provided with independent professional **financial counselling** services to a maximum value of \$300.00 per employee. (See p 25 in your Kit)

3. To assist relocating families upon their arrival in their new communities, **Community Hosts** will be identified. These Hosts will welcome the family, assist in their orientation and introduce them to areas of interest.

A **Liaison Officer**, within the employee’s current community, will also be assigned. The Liaison Officer will match the employee’s family with a Host and will work to ensure the relocation occurs with the greatest possible ease. The Liaison Officer will also ensure employees contemplating relocating will be provided with a **Community Profile**, prepared in partnership with representatives of the new communities.

4. **Temporary employees** who are willing to relocate may be granted permanent status subject to the following:
 - a) The employee has accumulated two years of continuous service;
 - b) There is an on-going operational requirement for the position in the new location; and
 - c) The employee has obtained their position through a Public Service Commission approved selection process.

Temporary employees who are relocated shall be eligible for relocation expenses.

Temporary employees who have accumulated two years continuous service in a position, but are unable to relocate, shall be eligible for redundancy pay provided there is an ongoing operational requirement for the position. (See p 23)

5. Priority consideration for **Lateral Transfers** back to the community of departure will be available to relocated employees with permanent status subject to the provisions of collective agreements, where applicable. This benefit will commence after the employee has worked in the new community for two years and will extend for a maximum of two additional years thereafter.

For Employees who are Unable to Accept Relocation

Where possible, employees unable to relocate will be **Redeployed** into vacancies elsewhere within the public service. (See p 14 in your Kit) This process will be facilitated by the Public Service Commission, and will be subject to the provisions of the collective agreements. The following initiatives are available so as to minimize instances of job loss:

6. A **Clearing Center** has been established through which departments will be required to clear vacancies prior to staffing. Priority consideration for placement will be provided to employees, designated for redeployment, who are unable to relocate.
7. **Voluntary Relocation (Job Switch)** is available to staff who, though not in positions designated for relocation, may wish to relocate. The offer would be contingent on a match being made with a designated employee and on the qualification requirements of both positions being satisfied. Employees who are accepted for Voluntary Relocation will receive the enhanced benefits to the Relocation policy. (See p 19 in your Kit)
8. Efforts will be made to identify additional vacancies for redeployment through the implementation of a **Voluntary Departure** initiative. This will be done where job matches can be made to accommodate employees whose positions have been designated for relocation.
(See p 21 in your Kit)
9. **Career Support Services** currently available within the public service will be provided. These services include: resume writing, interview skills, pension information, group insurance coverage, HRDC Services, etc. (See p 25 in your Kit)
10. Recognizing that it may not be possible to find alternate employment for all employees who are unable to relocate, Government will use the redundancy procedure for permanent employees who cannot be accommodated in alternate employment. Unionized employees declared redundant will then have bumping rights in accordance with their respective collective agreement.

THE RELOCATION POLICY

Relocation Policy

Policy Statement

Employees who are required to change headquarters a minimum of 80 kilometers, at the request of the Employer, will be reimbursed reasonable relocation expenses.

Application

This policy applies to all employees. Bargaining unit employees should also consult their respective collective agreements.

Definitions

<i>Dependent</i>	employee's spouse and/or children, 18 years of age or under, and children up to age 24 who are in full-time attendance in high school or at a post-secondary institution; other family member(s) residing with the employee may be considered for relocation expenses
<i>Hard-to-fill</i>	a vacancy designated by the Employer as hard-to-fill based on previous recruitment experience relating to location or classification, and/or the availability of human resources
<i>Initial Appointment</i>	appointment to a permanent position of an individual from outside the public service or an individual who had previously been in a temporary or contractual position with the Employer
<i>Spouse</i>	employee's husband or wife, including a common-law or same sex partner with whom the employee has lived with for more than one year.

Responsibilities

Department

It is the responsibility of individual departments to:

- provide relocating employees with a copy of the Relocation Policy;
- ensure Government Purchasing Agency is provided with a Requisition for Supplies and Services for a moving company in accordance with its policies and procedures;
- ensure completion of the Relocation Expense Agreement form
- approve the employee's relocation plan and appropriate expenses;
- ensure submitted expense claims are in accordance with this policy; and
- recover any unfilled portion for credit either through payroll deduction or other action where an employee fails to fulfill the terms of the Relocation Expense Agreement.

Employees

It is the responsibility of employees to:

- arrange relocation in the most cost effective manner and obtain Deputy Minister approval of the relocation plan;
- complete Request for Relocation Expenses form and forward to the personnel designated to handle departmental or divisional relocations; and
- unless extenuating circumstances exist, ensure that all authorized expenses are submitted for payment within 30 days of moving and all appropriate receipts are attached.

Eligibility

Permanent employees who are required by the Employer to relocate are eligible to have approved relocation expenses reimbursed at 100%.

Permanent employees who are appointed to or who request a transfer to a hard-to-fill position are eligible to have approved relocation expenses reimbursed at 100%.

Initial appointments to permanent positions identified as hard-to-fill are eligible to have approved relocation expenses reimbursed at 100%. Initial appointments to permanent positions not identified as hard-to-fill, are eligible to have relocation expenses reimbursed at 75%.

Employees working in temporary, seasonal or contractual positions, or employees who take voluntary demotion, are not eligible to receive relocation expenses unless specifically authorized by Treasury Board Secretariat.

When both relocating spouses are Provincial Public Sector employees, they will have approved expenses reimbursed as an employee and spouse, not as two separate employees.

Selection of Moving Company

The selection of movers will be processed in accordance with the established purchasing procedures of the Government Purchasing Agency.

Movement of Employees/Dependents

House Hunting Trip

Employees will be granted leave with pay and travel expenses for the employee and spouse for up to 5 days for the purposes of one house hunting trip.

Dependent Care Expenses

Employees who incur child care expenses for children less than 16 years of age may be reimbursed \$25.00 per family for each night that the parents are absent on the house hunting trip.

Temporary Living Expenses

Where a new home cannot immediately be established upon relocation, claims for temporary accommodations and meals for employees, their spouses and dependent children may be allowed for up to 14 calendar days. This includes the 5 days referenced in 'House Hunting Trip'.

In extenuating circumstances only, the Deputy Minister may approve additional temporary accommodations and meals. The onus is on the employee to justify the need for additional temporary living expenses.

Method of Transportation

Employees will be reimbursed for expenses as approved in the employee's relocation plan. This plan is normally based on the most economical method of relocation given the following factors:

- methods of transportation available and the amount of travelling time required for each method;
- number, age and any special needs of the dependents to be relocated;
- any special needs of the employee or his/her spouse; and
- expenses, with receipts, that employees may claim in transit, i.e., accommodations.

Where employees can demonstrate that savings will be realized by the Department, a lump sum taxable payment of up to \$5,000 may be provided for relocations within Labrador and within the island portion of the Province, and up to \$10,000 for relocations between Labrador and the island portion of the Province. The onus is on employees wishing to avail of this payment to demonstrate to the Department how cost savings can be achieved.

Should this payment be made, employees waive all claims to expenses associated with house hunting trip, transportation and storage of furniture and household effects, transportation and storage of motor vehicles, and relocation expenses for relocation to their new location. Employees continue to be eligible to receive payment for fees and other reimbursements as outlined in ‘**Sale of Principal Place of Residence**’ and ‘**Purchase or Construction of Principal Place of Residence**’.

Accommodations

Where commercial accommodations are required, employees will be reimbursed for the cost of such accommodations based on government rates and the submission of receipts. Charges for additional rooms may be approved by the Deputy Minister based on the number of employee dependents.

Where employees avail of private accommodations they may be reimbursed \$25 per night for the employee and \$25 per night for the employee’s spouse, where applicable.

Meals

When employees claim for meals they should note the number of persons for whom meals are claimed as well as the ages of all children. Employees, their spouses and their dependants ten years or older may claim the meal allowance rate outlined in the **Meal Rates Policy**. Employee’s may claim one half of this rate for dependents under the age of 10 years.

Travel Advance

Employees who require a travel advance should complete an Official Journey Authorization/payment Voucher as outlined in the **Travel Advance Policy**.

Transportation of Furniture and Household Effects

Employees may claim the following expenses for the transportation of furniture and household effects of their principal residence:

- crating, packing and unpacking;
- cartage and transportation;
- complete replacement insurance (by hundredweight) in transit;
- storage charges up to a maximum of one month;
- electrical, cable and telephone hookups and disconnects and change of address referral costs (except where incidental allowances are provided in compliance with collective agreements);
- reasonable expenses incurred in shipping domestic family pets, including rental of transportation cages.

The following items are not covered under this policy:

- items which by law or tariff may not be moved with household effects;
- goods requiring climatically controlled conditions;
- boats in excess of 3.7 metres (12 feet) and portable outboard motors which are not properly serviced for the move and which have not been accepted by the carrier on a straight weight basis;
- livestock (sheep, cattle, etc.); and
- travel trailers.

Transportation and Storage of Motor Vehicles

Employees should make every effort to relocate their primary motor vehicle by driving the vehicle to their new location. In situations where an employee is unable to drive the vehicle to the new location Deputy Minister may approve up to \$3,000 to cover the shipment of the vehicle to the new location.

Where employees can demonstrate cost savings by an alternate method of relocating the vehicle for less than \$3,000, the Deputy may approve such a plan.

Where employees who are relocating have second vehicles, they may elect to drive one vehicle and ship the other with the associated cost being negotiated prior to relocation.

Where employees are required to relocate to or from Labrador during the closed shipping season, the Employer will reimburse up to a maximum of \$100.00 per month for the cost of storing one personally owned motor vehicle.

Sale of Principal Place of Residence

Employees will be reimbursed for costs incurred in the sale of the principal residence. Original receipts are required for payment of the following:

- real estate fees up to a maximum of 6% provided such fees are incurred within 2 years of relocation;
- in circumstances where families are unable to relocate immediately, or in instances where the sale of the principal residence cannot immediately be accomplished, duplicate housing costs for a period not to exceed 3 months to a maximum of \$800.00 per month;
- one appraisal fee;
- reasonable and necessary legal fees (detailed and itemized) resulting from the sale of the principal place of residence, less any tax or fuel expenses associated with this sale; and
- payment of a mortgage penalty upon the sale of the employee's principal residence, provided the employee submits a certified invoice from the financial institution issuing the mortgage or the lawyer representing the employee.

Purchase or Construction of Principal Residence

Employees will be reimbursed for costs incurred in the purchase or construction of the principal residence. Certified statements are required for payment of the following:

- reasonable and necessary legal and mortgage fees (including mortgage insurance fees) for the purchase or construction of a new residence at the place of relocation will be covered provided such fees are incurred within two years of relocation and the claim is accompanied by a certified and detailed statement; provided the employee has sold or is in the process of selling his/her principal place of residence at his/her former location.
- employees will be reimbursed for part or all of the interest charges for a bridging loan to enable the employee to meet the down payment on a new residence pending the sale of their former residence. Such interest charges may be claimed for a period not to exceed three months to a maximum of \$800.00 per month.
- one appraisal fee or survey fee will be reimbursed.

Relocation Expense Agreement

New employees for whom relocation expenses are to be paid by Government will be required to sign a *Relocation Expense Agreement*.

On satisfactory completion of the terms of the agreement, an employee's indebtedness (in respect of relocation expenses) will be discharged in full.

Employees who fail to fulfil the terms of the agreement will repay expenses for the period not served as set out in the *Schedule of Amortization of Relocation Expenses*.

Schedule of Amortization of Relocation Expenses

Employment Period	Repayment	Employment Period	Repayment
1 month	100%	13 months	55%
2 months	100%	14 months	50%
3 months	100%	15 months	45%
4 months	100%	16 months	40%
5 months	95%	17 months	35%
6 months	90%	18 months	30%
7 months	85%	19 months	25%
8 months	80%	20 months	20%
9 months	75%	21 months	15%
10 months	70%	22 months	10%
11 months	65%	23 months	5%
12 months	60%	24 months	0%

THE HOME EQUITY ASSISTANCE PROGRAM

Regionalization Enhancement

The Home Equity Assistance Program

The purpose of the Home Equity Assistance Program is to financially compensate employees who are facing a significant loss in the sale of their principal residence upon relocation to a new area of work.

Qualification Criteria

In order to qualify for this program, the current appraised value of the principal residence must be at least 10% less than the original appraisal value (at the time of purchase) or the original purchase price, whichever is higher.

Reimbursement

In addition to the existing conditions under the Relocation Policy, employees would be reimbursed as follows:

- 80% of the difference between the original purchase price of the principal residence and the current appraisal of the principal residence; and
- where the sale price is less than that of the current appraisal, 50% of the difference between the current appraisal and the sale price will be reimbursed; and
- the total financial assistance will be capped at \$15,000 (this is in line with current Federal Government Policy and Revenue Canada Regulations concerning taxable benefits).

Appraisal

To determine the appraised value of the principal residence:

- the Department will select, in consultation with Government Purchasing Division, and pay an appraiser (certified by the Appraiser's Institute of Canada) to conduct an appraisal; or
- both the Department and the employee each select an appraiser (certified by the Appraiser's Institute of Canada) and use the average of the two appraisals as the final current appraisal; and
- properties being sold for less than 95% of the appraised value require pre-departmental approval; and
- where there is an inactive market, or where an appraiser is unable to provide a professional opinion of market adjustments, an exception may be made to the requirement for an appraisal and an offer to purchase the employees principal place of residence for at least 10% below the purchase price requested may be accepted where market decline is supported by an independent source (contractor, municipal officials etc.)

REDEPLOYMENT

Redeployment

The Public Service Commission will facilitate, subject to the provisions of the collective agreements where applicable, the redeployment into equivalent positions of employees who are unable to relocate. A working committee of Human Resources professionals has been struck to co-ordinate the consideration and, if appropriate, the placement of employees who are interested in redeployment. The Clearing Centre will be led and supported by Staffing Services Division of the PSC.

The Centre will accumulate and consider information on vacancies and on the qualifications of all affected employees.

Organizations scheduled to the Public Service Commission Act will be required to **clear all vacancies through the Clearing Centre** prior to posting notice of competition.

Employees who are interested in Redeployment will need to present an updated copy of a resume. For those who do not have a resume, an outline for a Short-Form Resume is attached (see next page).

Resumes may be forwarded to directly to

Ed Walsh
Coordinator
Regionalization HR Issues
Public Service Commission
2 Canada Drive, 3rd Floor
P. O. Box 8700
St. John's, NF A1B 4J6

Fax: 709 729 6234

E-mail: lhynes@mail.gov.nf.ca

THE SHORT-FORM RESUME

Short-Form Resume

The following page presents an outline of a short-form resume that can be used by employees who do not have an up-to-date resume.

Employees who wish to be considered for redeployment will need to forward their resume to their Human Resources Director.

A computer file containing a template for the Short-Form Resume is available from the Commission. Employees who have access to e-mail and who wish to obtain a copy of this computer file can contact either of the following:

Debbie Williams 729-2182

Kathy Kerr 729-5880

Linda Hynes 729-2870

Resume

<Name> <Position/Title>
<Work Address> <City/Town> <Postal code> <Telephone> <Fax#> <e-mail address>
<Home Address> <City/Town> <Postal code> <Telephone>

OBJECTIVE Highlight in 3-5 lines
To obtain successful redeployment in:

- Specific Organizational Areas/Functions
- Specific Skill areas

EMPLOYMENT

Job Title **Year(s)**
ORGANIZATION NAME City/Town, Province

Major responsibilities and accomplishments - two line description

Job Title **Year(s)**
ORGANIZATION NAME City/Town, Province

Responsibilities and accomplishments - two line description

Job Title **Years(s)**
ORGANIZATION NAME City,/Town, Province

Responsibilities and accomplishments - two line description

EDUCATION

Name of Degree/Diplom a/Certificate **Year(s)**
INSTITUTION NAME City/Town, Province

Major field of study. Minor **field(s)** of study

Related activities and accomplishments.

Name of Degree/Diplom a/Certificate **Year(s)**
INSTITUTION NAME City/Town, Province

Major field of study. Minor **field(s)** of study

Related activities and accomplishments.

HIGHLIGHT MAJOR SKILLS / KNOWLEDGE / ATTRIBUTES

Use bullets to create a list.

VOLUNTARY RELOCATION

Voluntary Relocation

Where an incumbent of a regionalized position is unable to relocate, a voluntary relocation option is being offered to unaffected employees. Employees can volunteer for consideration for a lateral transfer to a like classification in one of the new locations. Voluntary relocation (a switch) may be offered to interested employees, subject to the provisions of the collective agreements, where applicable, and to:

1. The equivalency of the employees' rank and their respective positions; and
2. The qualification requirements of both positions being satisfied.
3. Where more than one employee is being evaluated for a position, qualifications and ability will be considered.

Employees selected for Voluntary Relocation will be eligible for all benefits and enhancements to the **Relocation Policy**.

An Employment Opportunities advertisement will be posted for the consideration of interested employees so as to identify opportunities.

VOLUNTARY DEPARTURE

Voluntary Departure

The objective of this initiative is to enable the voluntary departure of individuals, age 50 and over with at least 30 years of service, so as to create vacancies for the redeployment, into equivalent positions, of employees who are unable to relocate.

Voluntary departure will only be considered where there is a match with an individual who is unable to relocate.

The employer may or may not approve each request.

If the employer approves the employee's case, redundancy pay will be available in accordance with the chart on page 24.

Employees interested in voluntary departure should contact their Human Resources Director.

REDUNDANCY PAY ENTITLEMENTS

Redundancy Pay Entitlements
(In weeks - inclusive of severance pay)

Service (years)	Age (years)					
	<35	35 - 39	40 - 44	45 - 49	50 - 54	>54
< 6 months	2	4	6	8	10	12
< 6 months - < 1 year	4	6	8	10	12	14
> 1 year - < 2 years	7	9	11	13	15	17
> 2 years - < 4 years	11	13	15	17	19	21
> 4 years - < 6 years	15	17	19	21	23	25
> 6 years - < 8 years	19	21	23	25	27	29
> 8 years - < 10 years	23	25	27	29	31	33
>10 years - < 12 years	27	29	31	33	35	37
>12 years - < 14 years	31	33	35	37	39	41
>14 years - < 16 years	35	37	39	41	43	45
>16 years - < 18 years	39	41	43	45	47	49
>18 years - < 20 years	43	45	47	49	51	53
>20 years - < 22 years	47	49	51	53	55	57
>22 years	52	54	56	58	60	62

**EMPLOYEE ASSISTANCE PROGRAM
SUPPORTS AND SERVICES**

Employee and Departmental Services Division
Public Service Commission

Services Available For Employees Affected by Regionalization

Employees affected by regionalization of government services can receive assistance and support from their Employee Assistance Program (EAP) for themselves and their families.

Employee Assistance Program

Individual and Family Services

Individual and Family Counselling

Counselling can be provided to assist with the personal decisions/impacts of regionalization. This may include: support to all family members in the adjustment to the move to a new community, and assisting with those who may have special needs to be considered.

Financial Counselling

Financial Counselling is available to assist employees and their families in assessing and dealing with any financial implications of relocation. This service will be provided by qualified financial counsellors in the community, and co-ordinated by the Public Service Commission.

Career Support Counselling

In the event that an employee is unable to relocate, individual career counseling is available to assist the employee find a new position. This service would include assistance with resume writing and interview preparation.

Information Sessions

In addition to individual counselling, group sessions will be offered on: Pension Information; Resume Writing; Interview Preparation; Group Insurance Coverage; Financial Planning; and Services/Benefits provided by HRDC. The Commission will ensure their availability to all employees impacted.

For information or services contact:

Maureen Barry	729-5775
Peggy Hatcher	729-5831
Tom Cooper	729-4240

STAFF RESOURCES AVAILABLE FOR SUPPORT

Staff Resources Available for Support

PUBLIC SERVICE COMMISSION

Ed Walsh
Coordinator, Regionalization HR Issues
729 5820

Staffing and Compliance Division

Bert Edison
Director
729 5840

Anne Marie McGrath
Staffing Officer
729 5821

Wayne Connolly
Staffing Officer
729 4983

Employee and Departmental Services Division

Maureen Barry
Director
729 5775
Toll Free 1 800 563 5775

Tom Cooper
EAP Coordinator
729 4240
Toll Free 1 888 891 2999

Peggy Hatcher
EAP Coordinator
729 5831
Toll Free 1888 894 6795

TREASURY BOARD SECRETARIAT

Collective Bargaining Division

Glenn Trask
Director
729 2472

Brian Miller
Staff Relations Specialist
729 4737

Ed Galway
Staff Relations Specialist
729 2409

Insurance Division

Tony Lannon
Director
729 0502

David Kelley
Government Insurance Officer
729 2495

DEPARTMENT OF FINANCE

Pensions Division

Maureen McCarthy
Director
729 5993

Robert Birmingham
Pensions Benefits Supervisor
729 5913