



Calgary Board of Education

Identified for Transfer, Layoff & Recall Frequently Asked Questions (FAQ's) - Staff Association Members



My Principal or Supervisor has informed me that my position cannot be sustained and that I am identified for transfer and layoff. What do I need to do?

A *Support Staff Identified for Transfer and Layoff* form will be completed by you and by your Principal or Supervisor. You will also complete a *Support Staff Profile* form. You will receive a copy of both of these forms after you have signed them.



The Support Staff Profile form asks "If eligible, do you wish to exercise your displacement rights?". What are displacement rights?

Where an employee has been laid off, that employee may displace another employee who has the least seniority in their field of employment and same weekly hours category. Employees are only able to exercise displacement if they have more than one year of continuous service with the CBE.



What happens after I have signed the Identified for Transfer form?

Employees who are identified for transfer are placed into a transfer pool pending layoff. As vacancies are identified in the employee's same field of employment and weekly hours category, employees, based on their seniority, are called by Recruiters or Supervisors for placement into the vacancy. Employees with the most seniority in the transfer pool are offered placements first.



What is a field of employment?

Each position covered by the CBE and Staff Association (main body) collective agreement is assigned a field of employment. Like positions - same job evaluation grade, same qualifications and similar scope of work - are assigned the same field of employment.



What is a Weekly Hours of Work Category?

Every position covered by the CBE and Staff Association (main body) collective agreement falls into a Weekly Hours of Work Category. The categories of weekly hours of work are as follows:

- Less than 15 Hours per week - 10 month
- Less than 15 Hours per week - 12 month
- 15 Hours to 24 Hours per week - 10 month
- 15 Hours to 24 Hours per week - 12 month
- 25 Hours to 34 Hours per week - 10 month
- 25 Hours to 34 Hours per week - 12 month
- 35 Hours per week - 10 month
- 35 Hours per week - 12 month



Can an employee displace another employee while in the transfer pool?

While in the transfer pool, employees are pending layoff. Displacement rights may only be exercised by an employee prior to their date of layoff if they have more than one year continuous service with the CBE.



What happens when a placement is identified for me while I am in the transfer pool?

Support Staff Recruiters will contact a Principal or Supervisor of a vacant position. The Principal or Supervisor will make contact with you to arrange a day and time for you to meet and to have a conversation about the position. Make sure that you are prepared for the meeting by keeping your resume up-to-date and knowing your strengths and career plans. The Principal or Supervisor will then notify the Recruitment Team that you have been placed into that position. You will receive a letter confirming your placement from your Recruiter.



What happens if I do not want to accept a placement into a vacant position while in the transfer pool?

Employees that decline a placement into position while in the transfer pool will be laid off. The employee will remain on layoff for the remainder of the recall period. The Recruitment Team will stop looking for vacancies for you, however, you can still apply to job competitions posted in the Staffroom as an internal employee during your recall period. You will receive a letter confirming your decision to decline a placement from your Recruiter.



Can I apply to job competitions while I am in the transfer pool?

Absolutely. All employees are encouraged to apply to positions of interest. Make sure that you are prepared by keeping your resume up-to-date and knowing your strengths and career plans.



What happens if a vacant position is not found while I am in the transfer pool?

Where an employee has been identified for transfer and is not subsequently reassigned to a vacant position, the employee will be issued a lay off notice.



How much notice will I receive of my pending lay off?

Employees covered by the CBE and Staff Association (main body) collective agreement will receive a letter at least three weeks prior to the effective date of lay off.



What does the Weekly Hours Category and Group mean on my lay off notice?

Your Weekly Hours Category is reported on your lay off notice as a number that corresponds to the weekly hours range.

Category 1 is less than 15 hours per week;
Category 2 is 15 hours to 20 hours per week;
Category 3 is 25 hours to 30 hours per week;
Category 4 is 35 hours per week.

The Group reported on your lay off notice is your field of employment illustrated as a letter and number combination code.



Do I remain in the transfer pool once I have received my notice of lay off?

During the three week notice period of pending lay off, employees remain in the transfer pool. Should a vacancy be identified for you before the effective date of lay off, you will be contacted by the Supervisor or Principal of the position to arrange a day and time for you to meet to have a conversation. Make sure that you are prepared for the meeting by keeping your resume up-to-date and knowing your strengths and career plans. The Principal or Supervisor will then notify the Recruitment Team that you have been placed into that position. You will receive a letter confirming your placement from your Recruiter and your lay off notice will be withdrawn.



How long is my lay off and recall period?

Employees laid off shall retain recall rights for a period of one year from the date of actual lay off. Should an employee not secure a position during the year of recall, the employment relationship will terminate. You will receive a letter confirming that your recall rights have expired from your Recruiter.



What happens to my pay and benefits when I am laid off?

Since you will not be working, you will not receive pay. If you are a 10 month employee, your group benefit premiums for July and August have been prepaid by the CBE. Therefore, if you are on lay off effective July 1st, you will still have group benefit coverage for the months of July and August. Otherwise, group benefit coverage will cease while you are on lay off.



I indicated that I wanted to exercise my displacement rights on my Support Staff Profile Form. When and how will that occur?

Employees who indicated a desire to exercise displacement will be contacted by their Support Staff Recruiter in the event that a vacancy has not been found to discuss their displacement eligibility. Employees are only eligible to displace the employee with the least amount of seniority in their same field of employment and weekly hours category if they have more than one year continuous service with the CBE.



I have been advised that I am being displaced by an employee with more seniority. What happens?

Employees that have been displaced by an employee with more seniority will be placed on lay off pending recall. Displaced employees will receive three weeks pay in lieu of notice or will be provided three weeks notice in writing of their pending lay off.



What is a recall period?

When an employee has been laid off, the employee shall retain recall rights for a period of one year from the date of actual lay off. During the recall period, Support Staff Recruiters will look for vacancies in the employee's field of employment and weekly hours category for an employee on layoff, assuming that they have not declined a placement. Employees may also, during the recall period, apply to job competitions as an internal employee.



How will I be recalled to a vacancy while I am on layoff?

Support Staff Recruiters will contact a Principal or Supervisor of a vacant position. The Principal or Supervisor will make contact with you to arrange a day and time for you to meet and to have a conversation about the position. Make sure that you are prepared for the meeting by keeping your resume up-to-date and knowing your strengths and career plans. The Principal or Supervisor will then notify the Recruitment Team that you have been placed into that position. You will receive a letter confirming your placement from your Recruiter.



I am going to be away from my home on vacation during the summer months. How will a Supervisor or Principal reach me?

Support Staffing will provide Supervisors or Principals your contact information that is stored in PeopleSoft. Ensure that your home telephone number is up-to-date. If you can be reached at alternative telephone numbers, be sure to include them in PeopleSoft as well. *Quick Reference Guides* for changing your address or phone number in PeopleSoft are available on the People and Technology website.



Can I apply to job competitions while I am waiting to be recalled?

Absolutely. All employees are encouraged to apply to positions of interest. Make sure that you are prepared by keeping your resume up-to-date and knowing your strengths and career plans.



What happens if I turn down a placement while on layoff and recall?

Employees that decline a placement into position will remain on layoff for the remainder of the recall period. The Recruitment Team will stop looking for vacancies for you, however, you can still apply to job competitions posted in the Staffroom as an internal employee during your recall period. You will receive a letter confirming your decision to decline a placement from your Recruiter.



Will I be considered for placement into vacant positions that are not in my field of employment?

In the event that a vacant position is not available in the employee's field of employment and weekly hours category, laid off employees shall be given consideration for positions outside of their field of employment and weekly hours category provided that the employee is deemed to be qualified for the position by a Support Staff Recruiter and by the Supervisor or Principal of the vacant position.



While on layoff, can I work as a casual employee for the support staff roster?

Laid off employees are welcome to submit their application for consideration for casual work assignments to their Support Staff Recruiter. Working as a casual employee while on lay off will not affect your rights to be recalled to a vacancy in your field of employment and weekly hours category. Employees may also, while working as a casual employee during their recall period, apply to job competitions as an internal employee.



I am not interested in being recalled during my layoff period. What do I need to do?

We acknowledge that employees may make significant decisions regarding their employment while on layoff. If you are planning to resign or retire, submit your intention in writing to HR Administrative Services as soon as possible. Additional information is available regarding the steps to follow, tips and a sample letter for submitting your resignation in the Staffroom under HR Central.



Who can I contact if I have more questions regarding the transfer, layoff and recall process?

Support Staffing Recruiters and Junior Recruiters are available to respond to your questions. Contact information is available in the Staffroom under HR Central ► HR Contracts by clicking on the link under HR Teams.