

## **Ingersoll Support Services Inc.**

### **Policy: Layoff, Displacement and Reassignment**

**Policy # HR 12**

Section: Human Resources

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Ministry requirement – yes

Review Date: March 22 2019

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*In the event that Ingersoll Support Services undergoes an adjustment to funding, or an adjustment to the number of people accessing support, or the employee requires a reassignment of work, the number of hours of work, or the number of positions required by the agency is subject to change. It is the intention of Ingersoll Support Services to implement any required reductions to hours of work or the number of positions fairly and equitably. To this end Ingersoll Support Services will be guided by the following procedure.*

### **Procedure:**

#### **Layoff**

1. When a layoff is deemed necessary by the Executive Director length of service in addition to the best interests of people we support, will govern the decision of which employees will receive layoff notices. Generally the least senior employee will be laid off first.
2. The Manager may negotiate an alternative that reduces the number of hours of all the relevant employees on a specific team in order to avoid a layoff.
3. Any negotiated agreement must be signed by all the affected employees, be time limited, reviewed regularly and be acceptable to the people accessing support.
4. If no mutual agreement can be reached with the team then a layoff will be invoked where required.
5. Employees may be recalled for a period of 13 weeks after a temporary layoff notice is given, in the event that the hours of work are reintroduced. After a 13 week period the lay-off is considered permanent.

#### **Displacement**

1. Employees can use displacement when the employer notifies a specific employee that their hours of work are being reduced or when a layoff notice has been given.
2. Where an employee's hours, or wages regularly earned in a fiscal period, will be reduced by an amount greater than or equal to 33%, the employee may request a lateral displacement.
3. The displacement will be of another employee with less seniority, occupying a similar position of equivalent responsibility.
4. The employee must be qualified to assume the position, there can be no outstanding personnel matters and the displacement must be acceptable to the person accessing support.
5. If a lateral displacement is not possible, the employee may displace an employee in a lower job classification under the same conditions, at the rate of pay for lower job classification.
6. If the reduction of hours of work is less than 33% of the total normally worked the employee may not request a displacement procedure, unless the reduction in hours changes his/her status from full time to relief.
7. Employees will have only one opportunity to initiate a displacement. Therefore should the employee's performance be unacceptable in the new position, they could be released with no further obligation on the part of Ingersoll Support Services.

## **Reassignment**

1. Employees hired and/or reassigned internally to a new position, not related to a layoff or reduction in hours, who are unable to meet performance expectations within the probation period, or who choose not to continue in the position, may return to their previous position, displacing the current employee.
2. Similarly, the displaced employee may return to his/her former position, displacing in turn, any current employee.
3. Where there is no previous position to return to a layoff notice may be given to the employee.
4. All letters of employment must be amended within three days of any displacements to reflect the current employment situation.