

ALTERNATION – HOW TO PARTICIPATE

This fact sheet is designed for opting employees who are looking to remain in the core public administration as well as for employees who are considering volunteering to trade places with an opting employee. This fact sheet provides an overview of the topic and highlights the responsibilities of the manager and the employee.

OVERVIEW:

- An **opting employee** who wishes to remain in the core public administration can exchange positions with a non-affected employee (i.e. an alternate) who is in the same or equivalent group and level, and who is willing to leave the core public administration with a Transition Support Measure (TSM) cash payment or Education Allowance.
- An opting employee is an indeterminate employee whose services will no longer be required because of a workforce adjustment situation, and is not in receipt of a guarantee of a reasonable job offer.
- Opting employees are eligible for alternation only during their 120 day opting period.
- Alternations will require Branch Head approval and will be ratified by the Horizontal Management Committee.

HOW TO PARTICIPATE IN ALTERNATION

Opting employees

- Opting employees should advise their designated Human Resources Advisor that they are interested in alternating with a non-affected employee who is willing to leave the core public administration.
- A pool of non-affected AAFC employees will be created which consists of individuals who are willing to leave the core public administration and exchange their position with an opting employee.
- Opting employees will receive a list of names (where matches are available) of non-affected employees who have registered to be alternates and who are at the employee's same or equivalent group and level.
- It is the responsibility of opting employees to contact non-affected employees that they have been given to determine if they have an interest in one of the positions and if a potential alternation opportunity exists.

- If a potential opportunity is identified, the opting employee must inform their designated HR advisor. The HR Advisor will arrange for the opting employee to be assessed by the non-affected employee's manager.
- For alternation opportunities outside AAFC, employees should register with the government-wide Alternation Forum, through the [GC Forums Jobs Marketplace](#).

Alternates

- Non-affected AAFC employees who are interested in volunteering to leave the core public administration should complete and submit an [AAFC's Alternation Volunteer Form](#) (*hold Ctrl and click link to access form*) to alternation-echange@agr.gc.ca.
- A non-affected employee should first inform his/her manager prior to indicating his/her interest in alternation and then submit the AAFC Alternation Volunteer Form.
- After a matching process is conducted, the opting employee will be advised of potential matches and he will make contact with the non-affected employees.
- Once a potential match is confirmed, the alternate's manager will assess the opting employee and will recommend if the alternation should proceed.

YOUR RESPONSIBILITIES AS A MANAGER

- The non-affected employee's manager decides whether a proposed alternation will result in retention of the skills required to meet the ongoing needs of the position and of the core public administration.
- The non-affected employee's manager must assess the opting employee's qualifications to ensure he/she meets the position requirements prior to deployment.
- Alternation must occur on a specified date agreeable to the department. The two employees are to exchange positions on the same day and the exchange must occur within the opting employee's 120-day opting period.

YOUR RESPONSIBILITIES AS AN EMPLOYEE

- As an opting employee, you can only participate in an alternation program during the 120-calendar-day opting period.
- If you have already chosen one of the three options in writing, you cannot participate in an alternation process.

- You may express interest in alternating with a non-affected employee within AAFC and other government departments (OGDs).
- Employees are encouraged to express their interest in alternation as soon as possible since opportunities may become limited with time.

ADDITIONAL INFORMATION AND RESOURCES

Please address all questions regarding alternation to workforce-effectif@agr.gc.ca.

For additional information resources, please see:

- [The GC Forums Jobs Marketplace](#);
- [National Joint Council Work Force Adjustment Directive](#);
- [Treasury Board Secretariat – Collective Agreements](#); and
- [Frequently Asked Questions](#).