



FAQ on the CMG process at CBC

CBC and the Guild will make every effort to avoid involuntary layoffs. That principle is enshrined in our collective agreement. The CBC has to give CMG a minimum of eight weeks' notice, which will give both the national and local joint union-management committees time to come up with alternatives and solutions.

How will CBC go about cutting staff?

The process depends on employment status.

Permanent employees (full- and part-time):

Temporary employees will be released to avoid laying off a permanent employee in a location. If permanent jobs have to be cut, the CBC will first look at vacancies and opportunities to reassign employees. If a particular **job** (*not person*) is no longer needed ("redundant") the person in the job will receive a **redundancy notice** at least six weeks before the job is to disappear.

Full-time employees affected will be considered for full-time permanent, contract and temporary vacancies in their own location. If there are no vacancies, displacement – or "bumping" – will be examined. Part-timers will be considered for part-time vacancies and bumping. (See more on "bumping," below.) If there is nothing available in your location, permanent employees with at least six years of continuous service will be considered for regional bumping and vacancies. The employee is eligible for up to \$11,000 to cover the costs of a move. All of these processes are based on seniority, so that the most senior person who is qualified to do the job gets the job.

If an employee does not get placed in a job, they will receive at least four weeks notice of layoff. During that time, they will be considered for national vacancies. At layoff, they will be paid half of their layoff pay (a total of three weeks' pay per year of service) and will be put on the national recall list for 15 months. If they are not called back to work, they will receive the balance of the layoff pay at the end of the recall period (or if and when they relinquish their recall rights). They may also choose to take full severance at the moment of layoff, or during the recall period, and give up their recall rights.



Temporary and contract employees:

Contract employees can be given notice that their contracts will not be renewed. Notice is 30 days for contract employees with less than one year of service; 60 days for between 1 and 4 years of service; and 90 days for more than four years. At non-renewal, contract employees receive one week of salary for every six months of service.

Temporary employees who have a set term must be given two weeks of notice if they are to be released before the end of their term. If you are considered a “per-occasion temporary,” you may be told that your services are no longer needed.

In either case, if you have concerns that your rights are not being respected (for example, if you think you may have a right to permanent status but are not considered permanent) get in touch with the Guild right away at info@cmg.ca or by calling 416-591-5333 or 1- 800-465-4149.

When will I receive my Record of Employment (ROE) so that I can apply for Employment Insurance benefits?

Generally, a ROE must be issued within five (5) calendar days of a layoff. The government uses the ROE to determine your right to EI benefits and the rate of benefits you can receive. You can find all of the rules about Employment Insurance by visiting:
<http://www.servicecanada.gc.ca/eng/ei/menu/eihome.shtml> .

What happens to my Health and Dental Benefits if I leave CBC?

Your benefits coverage ends on the last day that you are on payroll. Laid-off employees will have access to the CBC’s Employee Assistance Program for six months after leaving.

What about getting a letter of recommendation from the CBC?

Letters are frequently provided and we recommend that you ask your current or former supervisors/managers for a reference.

How can I check my seniority?

The CBC is preparing seniority lists for each location and will make them available to the union. You can check your seniority date at HR@myfingertips. Please verify that your seniority date corresponds to your own records of your work history. Note that the date should go back to the first day you worked continuously and should include any period of authorized leave (sick days, vacation days, etc.). If you think there is an error, contact HR and try to get it fixed. If that doesn’t work, get in touch with a member of your local Guild executive



If I receive a redundancy notice, do I have to leave the premises immediately?

No. Remember, a redundancy notice only means that your current position is being eliminated. Then the process begins to find you other available work inside the CBC. If you receive a redundancy notice, put your resume together and provide it to your local joint committee within 3 business days after receiving the notice. You get up to one paid day to put together the information on your skills and experience and affected employees will be provided with a template to follow. Each employee who receives a redundancy notice will be provided with a list of resources, including EAP contact numbers. Materials will also be provided to guide each employee in assembling the information required by the Local Joint Employment Planning Committee. Feel free to talk to a Guild member on the committee for additional pointers.

How do I get placed in a vacant job?

The local joint employment planning committee will meet to review seniority and resumes of employees who have received redundancy notices. The union and management will work together to place people into suitable jobs, according to seniority, and to try to avoid as many involuntary layoffs as possible.

What is Bumping and how does it work?

“Bumping” is known as “displacement” in our collective agreement and it ensures that management can’t pick and choose who will get laid off. Displacement rights come into play when redeployment of permanent employees to vacant jobs is not possible. Seniority and ability to do the job govern the displacement process. It starts first in your own location (or the location to which you report, if you’re in a bureau). You have the right to displace a more junior employee in your own classification and, if that is not possible, a more junior employee in a lower classification, as long as you have the skills and experience to do the job. If you have more than six years of service and nothing is available locally, you can also bump within your region. The regions are defined as: Newfoundland, Maritimes, Ontario, Manitoba and Saskatchewan, Alberta, BC, CBC North.

What are my options if I’m offered the opportunity to bump?

Once the committee has offered you a vacant position or a displacement, you will have 2 business days to accept or decline the offer. At any time before being placed into a permanent position, you can accept a layoff and will not be penalized. If you refuse placement into a vacancy in your classification, you will be laid off immediately with no recall rights. If you refuse to displace an employee at the same or lower band or have refused to be placed in a vacancy at a lower pay band, you will be laid off immediately and given recall rights.



What happens if there is a disagreement about my qualifications?

The union and management have agreed to attempt to resolve disagreements about qualifications by way of a National Joint Employment Planning Committee. Ultimately disputes can be referred to a three-person Adjudication Panel (one member from the union, one from management and a third-party) to make quick decisions, ideally within 48 hours.

Can I be called back to work after being laid off?

If you are laid off, you will be on a recall list for 15 months. In that time, if work becomes available, laid off employees will be called back according to seniority and ability to do the job. If, at any time, you choose to relinquish your recall rights, you will receive the balance of your layoff pay immediately.