The information contained in this document is for guidance purposes only. Employees and Managers should consult with your internal department's process, actual work force adjustment agreements, relevant legislation and Treasury Board policy instruments for exact requirements.

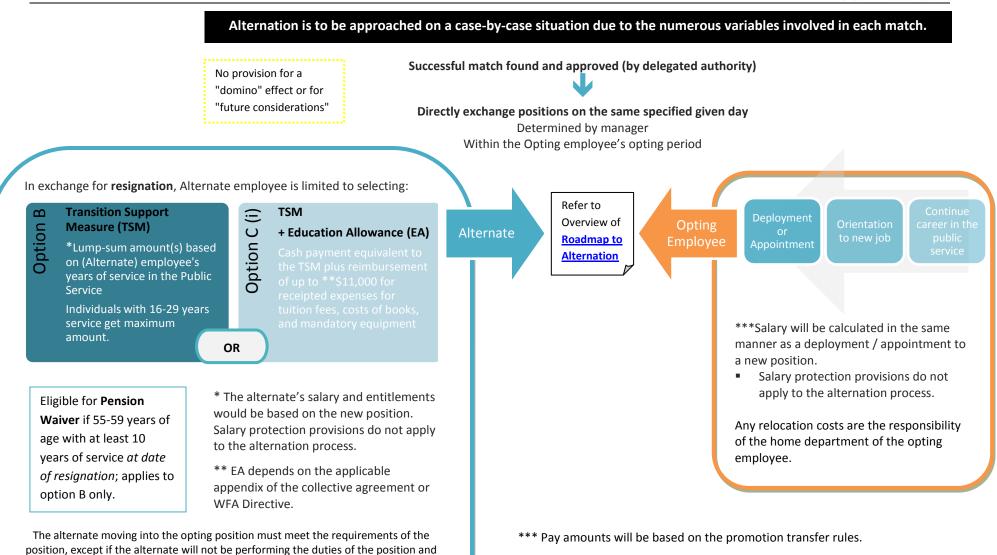
HELPFUL INFORMATION (In cases of successful alternation matches)

the alternate will be struck off strength within five days of the alternation

Resignation

Will be considered laid off for purposes of ****severance pay** under

provisions of the collective agreement



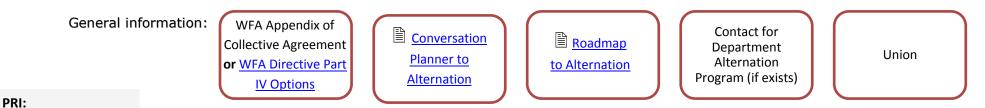
For example, if the opting employee is in the same group and level as the alternate employee's position (i.e. PM-02 to PM-02), the salary would remain the same.

Pacific Federal Council

If the alternate employee moves to an equivalent group and level (and the salary scales are different), the calculations can be complicated and dependant on a number of variables. Contact your Compensation Advisor for the accurate calculations.

For Individual Information:

Where should I go for information?



Pension No:



Refer to WFA Appendix of Collective Agreement or WFA Directive - Appendix C <u>Transition Support Measure</u> (TSM) for your estimated entitlements and your collective agreement provision for severance pay.

Contact your **Compensation & Benefits Advisor** for advice on your pay and benefits if you have further enquiries and requirements for resignation (if alternating within your department).

- Inform the advisor if you are alternating with an opting employee who is not in the same occupational group and level, but equivalent group and level in order to use the correct variables for estimate calculations.
- Calculations are made as of date of resignation. (i.e. Alternate's years of service, position's salary rate of pay)

Before making any decisions, you may need to do some pension calculations. You can do this by accessing the **Compensation Web Applications** (CWA) where you can do different scenarios based on different termination dates and where you can do net pension calculations.

Contact your **PS Pensions Centre** (PSPC) for pension enquiries and confirm your entitlements estimates, including if you are eligible for the pension waiver, etc.

- Remember that management determines the effective date of alternation and your pension calculations are based on the date of resignation. There is no provision for a "domino" effect or for "future considerations". Ask for a couple of pension estimates to confirm your entitlements on the likely retirement dates.
- Maintain constant communication with the PSPC when you have made your decision. Your pension number is required every time you contact them. If you do not receive your retirement package within a couple of weeks, call again to ensure a package is on its way.
- □ Refer to <u>Retirement/Helpful Hints Good Questions for PSPC</u>

Personal circumstances vary for each individual; therefore, counselling from a **personal financial advisor** before making final decisions is advised.