

HELPFUL INFORMATION (In cases of successful alternation matches)

Alternation is to be approached on a case-by-case situation due to the numerous variables involved in each match.

No provision for a "domino" effect or for "future considerations"

Successful match found and approved (by delegated authority)

Directly exchange positions on the same specified given day

Determined by manager

Within the Opting employee's opting period

In exchange for **resignation**, Alternate employee is limited to selecting:

Option	Option B Transition Support Measure (TSM)	Option C (i) TSM + Education Allowance (EA)
	<p>*Lump-sum amount(s) based on (Alternate) employee's years of service in the Public Service</p> <p>Individuals with 16-29 years service get maximum amount.</p>	<p>Cash payment equivalent to the TSM plus reimbursement of up to **\$11,000 for receipted expenses for tuition fees, costs of books, and mandatory equipment</p>

OR

Eligible for **Pension Waiver** if 55-59 years of age with at least 10 years of service *at date of resignation*; applies to option B only.

* The alternate's salary and entitlements would be based on the new position. Salary protection provisions do not apply to the alternation process.

** EA depends on the applicable appendix of the collective agreement or WFA Directive.

The alternate moving into the opting position must meet the requirements of the position, except if the alternate will not be performing the duties of the position and 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

Alternate

Refer to Overview of [Roadmap to Alternation](#)

Opting Employee

Deployment or Appointment

Orientation to new job

Continue career in the public service

***Salary will be calculated in the same manner as a deployment / appointment to a new position.

- Salary protection provisions do not apply to the alternation process.

Any relocation costs are the responsibility of the home department of the opting employee.

*** Pay amounts will be based on the promotion transfer rules.

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.

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.

Where should I go for information?

General information:

WFA Appendix of Collective Agreement or [WFA Directive Part IV Options](#)

 [Conversation Planner to Alternation](#)

 [Roadmap to Alternation](#)

Contact for Department Alternation Program (if exists)

Union

PRI:

Pension No:

Research

If ready, express interest in alternation

Confirm and finalize decisions in case of successful match

For Individual Information:

Refer to **WFA Appendix of Collective Agreement** or **WFA Directive - Appendix C [Transition Support Measure \(TSM\)](#)** 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 [Retirement/Helpful Hints – Good Questions for PSPC](#)

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