

## ROADMAP TO ALTERNATION (For Potential Alternates and Their Managers)

### Overview

**Alternation is a management driven process because management will decide whether a proposed alternation will result in retaining the skills required to meet the ongoing needs of the position and the core public administration**

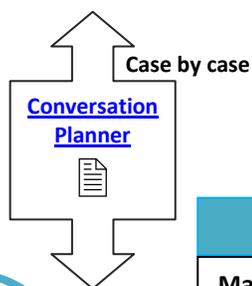
Departmental processes may vary in their approach to alternation in consideration of respective budget impacts, implementation timelines and WFA guiding principles.



#### Manager of (Potential Alternate's) position

- Confirm employee has taken the steps to make an informed decision and is definitely interested in alternation. It may be recommended to have employee's interest in writing before proceeding further.
- Has the authority to accommodate the employee's interest in alternation based on the departmental approach.
- Made consideration of future plans for that position.

Transparent communication is important to mitigate any issues rising from exercising or implementing alternations.



Potential Departmental Alternations (may need to be first considered)

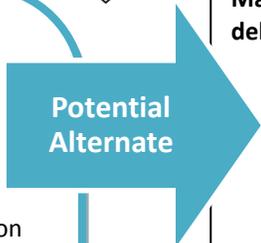
Interdepartmental Alternations



#### Alternate's Unaffected Position

#### Manager of (Alternate's) position is delegated to

- identify the skills required (i.e. merit criteria)
- ensure the opting employee is qualified for the position and meets the ongoing needs
  - *If more than one opting employee may be qualified, the manager should have an objective and fair process to select for the right fit.*



An **indeterminate** employee wishing to leave the core public administration may express an interest in alternating.

- Substantive in **non-affected position**
- Made an **informed decision** (financial, process, etc.) before pursuing alternation

If your manager may be able to accommodate an alternation for your position,

- know how** the manager would like to proceed in finding a potential match based on department's established process
- be ready for the **alternation to occur on a given specified date within the Opting employee's opting period**

- Must meet the **job requirements for appointment or deployment to the (Alternate's) position**; this includes the position's

- language requirements**
- same group and level** or when the two positions are considered **equivalent**; they are considered equal when the maximum rate of pay for the higher paid position is no more than 6 percent higher than the maximum rate of pay for the lower paid position.

- conditions of employment, including security clearance**

**Successful match found and approved (by delegated authority)**



Directly exchange positions on the same specified given day.  
Refer to [Helpful Information](#) for more information on Alternate's entitlements in case of successful matches.

It is important to note there is no guarantee that a match will be found or approved.

If no alternation occurs by end of opting period, then the employee must choose one of the three options.