**NOTICE OF LAYOFF**

1. **Rather than employees being temporarily laid off and applying for CERB, could UVic not use the Canada Emergency Wage Subsidy (CEWS) to keep all employees on payroll?**

Unfortunately not. Publicly funded universities, including UVic, do not qualify for the Canada Emergency Wage Subsidy.

1. **Have other alternative approaches been considered?**

The LOAs actually do provide for alternative approaches to layoffs. They allow for staff who are in positions which are underutilized to be reassigned to other work that they are qualified for rather than be laid off. They also allow for reductions in FTE, or with the agreement of the relevant union, a Work Sharing program rather than laying off staff.

Other strategies such as early retirement plans or severance package offers are not being considered because those are used to permanently reduce staffing levels. We believe that COVID-19 is temporary and we will eventually be able to return to normal, so we are not considering permanent reductions in staff.

1. **Is there a notice period for temporary layoffs that would allow me to wind down work and/or projects?**

While the LOAs do not include an obligatory notice period, departments will provide as much notice as practical.

1. **If there are more than one employee within a classification where a temporary layoff (or a reduction in hours) is necessary, who will be laid off?**

Temporary layoffs will be done by first asking for volunteers, in order of highest seniority first. If there are no volunteers then reverse seniority will determine the order with the junior employee(s) being laid off.

1. **I am temporarily laid off and prior to lay off, had overdrawn my sick leave entitlements. Can I/Do I have to use my vacation days to even out the balance prior to starting my layoff?**

Any sick days owing will be made up through outstanding vacation before the layoff period begins.

1. **Is there any indication of a time-frame for these lay-offs or re-assignments?**

Until we have a more accurate sense of our fall and winter enrolments, and therefore our overall 2020/21 budget situation, we expect that these workforce adjustment agreements will initially be used to address two immediate budget priorities:

1. The daily losses being absorbed by units funded by revenue generation.

2. The expiration of the Provincial Government’s April 30 wage continuity period for public sector employees.

We are hopeful that adjustments to the workforce beyond ancillary and revenue generating units are not necessary and that we are able to manage one-time, COVID-19 related revenue and cost pressures with other measures, including delayed hiring and deferring planned allocations.  We are also hopeful that staff are not temporarily laid off more than once throughout this process, but recognize that it may be operationally necessary due to the evolving nature of the pandemic.

1. **I have been temporarily laid off. Can I get a rebate on the portion of my parking pass that I have no use for now?**

Yes, in most cases. Please contact Alexis Osmond, Office Coordinator in Campus Security Services at either aosmond@uvic.ca or 250-721-6381.

1. **I have been temporarily laid off.  Can I continue to receive the subsidized Employee Bus Pass?**

No.  The intent of the subsidized Employee Bus Pass is to offer UVic continuing employees the option of using subsidized transit **instead** of commuting by vehicle to the Gordon Head Campus and thus having to purchase an annual parking permit. As you are not currently required to commute to the Gordon Head Campus you are not eligible for the subsidized Bus Pass.  More information on the Bus Pass program can be found on the [Parking & transportation services web page](https://www.uvic.ca/security/parking/employeebus/index.php).

1. **If I receive a layoff notice, what should I do?**

In such event, the University will provide you with information and resources to support you during the transition. Also, your union will be invited to any layoff meetings and will provide support additional to any from UVic.

**CERB and TOP UP**

1. **Who is eligible for up to $950 a month top up?**

Anyone who is temporarily laid off under this LOA and is receiving CERB benefit is eligible to receive the top up. Note that the top up amount is pro-rated for part-time appointments and capped so that no one receives more in CERB and top up than their normal pay.

1. **Can employees delay applying for CERB but still get the top up?**

No, the top up is tied to CERB. The University will assume employees are applying for CERB at the time of layoff and it is therefore, the employee’s responsibility to communicate to UVic if they do not apply or qualify for CERB.

1. **Will the $950 top up be paid in a lump sum every month? What is the payment schedule?**

The top up is paid across all pay dates. For instance, a full-time employee receiving $950 will be paid $475, less deductions, each pay date. It will be direct deposited into your bank like normal pay.

1. **What happens if CERB ends while I am on a temporary layoff?**

The CERB currently provides up to four months of support. If CERB ends while you are on a temporary layoff, you may then be eligible to apply for regular EI depending on your personal circumstances. Anyone who qualifies for regular EI will continue to receive the UVic top up.

**13. If I am already receiving CPP benefits, will I still be eligible for CERB and the UVic top up?**

Please connect with CERB regarding eligibility. As noted above, UVic top up is contingent upon applying and qualifying for CERB.

**14. How do I declare the UVic top up for EI/CERB purposes? *“other earnings”? Hours needs to be reported weekly?***

Please connect with CERB regarding ‘other earnings’ reporting procedures.

**15. If an employee has income separate from UVic, can the CERB top up be adjusted (e.g. partially reduced) to accommodate this other income source?**

No, the top was negotiated as a fixed monthly amount throughout the temporary layoff period and is prorated only to account for FTE, or if necessary, to cap the combination of CERB plus top up so it is no more than an employee’s regular UVic income. Employees are advised to be careful to avoid circumstances where other income could require repayment of CERB, and talk to their manager and/or union if they wish to waive their right to top up.

**16. If an employee loses eligibility for CERB (for instance, due to starting another job) and the top up is thus stopped, can the employee continue with benefit and pension contributions?**

Like in other circumstances where someone has no income from UVic (e.g. a personal leave of absence or normal layoff), but wishes to continue on benefits and/or pension, they may do so but will be required to pay both the UVic and employee portions of the benefit premiums and/or pension contributions. This is noted in # 8 of the LOA.

**17. If an employee who holds a regular 1.0 FTE (i.e. full-time) position during the school year and then reduced hours over the summer, is temporarily laid off, is the top up based on their regular position or is it prorated to their reduced hours? Or does it fluctuate with their appointment?**

The top up would be based on their regular (i.e. full-time) FTE. It does not fluctuate with their appointment. Note that top up is only applicable to employees receiving CERB.

1. **What deductions, if any, will be made from the CERB top-up?**

Income tax and other statutory deductions will be withheld from the monthly top-up. Also, the employee’s share of benefit premiums and pension contributions.

**19. Once CERB ends, regular EI requires that people look for work and asks for evidence of a job search, will the LOA suffice as a demonstration of an employee looking for additional work or will they be expected to look for additional work?**

At this time we do not have an answer to this question. In the meantime, we are recommending to employees to connect directly with EI (or CERB) about any questions they may have with respect to those programs.

**20. If an employee is not eligible for CERB and gets no top up, do they keep their seniority?**

Yes, seniority (or ‘service’ in the PEA) will accrue throughout the temporary layoff period.

**REDUCTIONS IN FULL TIME EQUIVALENCE (FTE)**

**21. Can an employee who has been notified of temporary reduced hours, instead request temporary full layoff?**

No, as there is work available, albeit at a reduced amount.

**22. As a temporary reduction in FTE is considered a temporary layoff under the LOA, do employees have to draw down their vacation prior to starting their reduction?**

Normally, yes. And this is how it is contemplated in the LOA. However, as a reduction in hours is different from a ‘full’ temporary layoff, an employee, with the agreement of their manager, can arrange to instead draw down the vacation to top up the FTE maintain their normal salary for as long as possible, or save some vacation time for later in the year.

**23. If additional work becomes available, will employees who are working reduced hours be topped up to their regular FTE first, before employees who are on temporary layoff be recalled?**

Generally yes, subject to operational demands (e.g. shift scheduling), work will be offered first to employees who are working reduced hours.

**VACATION**

**24. If an employee who holds a regular 1.0 FTE (i.e. full-time) position during the school year and then reduced hours over the summer, is temporarily laid off, is their accumulated vacation drawn down at their regular or reduced hours?**

The vacation (or banked overtime) is drawn down at a rate based on their current (i.e. reduced) hours. For example if an employee has a 1.00 FTE appointment from Sept 5 to April 30, then drops to 0.60 FTE through the summer and is laid off on July 1st, that employee would draw down all outstanding vacation at the rate of 0.60 FTE.

1. **Can an employee who is on a temporary reduction under the LOA, choose to use their vacation on an hourly basis, in order to top up to their regular appointment?**

Provided their manager has agreed, yes they can - consistent with the unique circumstances of the LOA.

**BENEFITS**

1. **Vacation and Banked Overtime/CTO are mentioned, what about Sick Time?**

Sick time is not affected and remains in effect as normal. You will not accrue paid sick days while on temporary layoff, but it is not drawn down either.

1. **Will the University continue to pay its share of pension contributions based on salary before the temporary layoff or based on the $950 top-up?**

The University will continue to pay its share of pension contributions and benefits premiums based on normal salary.

1. **How does this new agreement affect those who are currently on parental or medical leaves?**

Employees will not be temporarily laid off while on parental or extended medical leave.

**REDEPLOYMENT**

1. **The LOA refers to possible redeployment. What is the wage will I get paid if I am deployed to a different job in another department?**

Such work will be at an employee’s regular wage, or that of the new classification, whichever is higher. No one will earn less on a redeployment than they would in their regular position.

1. **When an employee has a temporary reduction in their FTE and is scheduled to begin a redeployment do they have to use their vacation allotment prior to starting the redeployment?**

No they don’t.

1. **Where can I find more information about redeployment options that are available to me.**

You can find more information and contacts as well as forms that you can fill out to indicate skills and interests, on our [Shared Resources web page](https://www.uvic.ca/hr/manager-support/working-remotely/working-remotely-toolkit/sharing-resources/index.php) in the Human Resources web site.

**RECALL**

1. **Where there is more than one employee in a classification on temporary layoff and a recall happens, can the senior employee on layoff have the choice to remain on layoff?**

Yes, provided there is a qualified junior who can be recalled. If a senior employee declines a recall, they must wait until the next available recall opportunity to return to work.

1. **Where there is only one employee in a classification on temporary layoff and a recall happens, can that employee have the choice to remain on layoff?**

Declining recall to one’s own position or classification will be deemed a resignation from UVic.

If an employee declines recall to another position at UVic without a compelling reason, they forfeit all of the provisions available to them under the temporary layoff LOA and are placed on ‘normal’ recall (that is, without top-up or benefit/pension support) to their own position for up to 12 months per the collective agreement.

**GENERAL QUESTIONS**

1. **Does the fact that there are temporary layoffs mean that general wage increases will be impacted?**

No, all salary increases that were negotiated in the collective agreements will still happen.

1. **Do the Letters of Agreement cover term, temporary or casual employees?**

No, the Agreements apply only to regular or continuing employees. Term and temporary employees are entitled to notice of termination of employment as per the relevant Collective Agreement.

1. **Can people still be permanently laid off while this LOA is in place?**

Yes, departments do have the normal ability to effect continuing, versus temporary, layoffs to meet operational needs. If such were necessary, those layoffs would be managed through the normal Collective Agreement provisions, and not the LOAs.

1. **While on temporary layoff, are they eligible to access their PRO D account and register for training?**

Yes.

1. **While on temporary layoff can employees attend HR offered training and courses?**

Yes.

1. **I have been temporarily laid off. Can I get a rebate on the portion of my parking pass that I have no use for now?**

Yes, in most cases. Please contact Alexis Osmond, Office Coordinator in Campus Security Services at either aosmond@uvic.ca or 250-721-6381.

1. **I have been temporarily laid off. Can I continue to receive the subsidized Employee Bus Pass?**

No. The intent of the subsidized Employee Bus Pass is to offer UVic continuing employees the option of using subsidized transit **instead** of commuting by vehicle to the Gordon Head Campus and thus having to purchase an annual parking permit. As you are not currently required to commute to the Gordon Head Campus you are not eligible for the subsidized Bus Pass. More information on the Bus Pass program can be found on the [Parking & transportation services web page](https://www.uvic.ca/security/parking/employeebus/index.php).