



VOLUNTARY SEPARATION

PURPOSE

1. Employees may agree to accept voluntary separation from their current employment to allow a fellow employee subject to lay-off to continue their employment.

APPLICATION

2. This applies to all employee of the Government of Nunavut represented by the Nunavut Employees Union.

PROVISIONS


3. Voluntary Separation severance pay is calculated as follows:

Completed Years of Continuous Employment	Weeks of Pay at Regular Rate of Pay
1	15
2	16
3-4	17
5-6	18
7-8	19
9-10	22
11-12	25
13-14	28
15-plus	30

4. The Deputy Head responsible for the functions being transferred to another location provides written notification of the transfer of positions to the affected employees. The timing of the written notification is at the discretion of the Deputy Head, but must be at least three months prior to the date of transfer.
5. Employees whose positions are being transferred may provide written notification to the Department of Human Resources that they are not available to transfer with the position. From the date of notification, they will be considered to have resigned after a 13 week Notice Period. They will be placed on the Staffing Priority list for the remainder of the Notice Period.

**TERMINATION OF EMPLOYMENT****Human Resource Manual****Voluntary Separation****Section 1802 (c)**

6. When an employee refuses a reasonable job offer, the employee will be considered to have resigned at the end of the Notice Period and is ineligible for assistance under the Voluntary Separation provisions.
7. If the employee is eligible to retire, the severance entitlement for Voluntary Separation is in addition to the normal retirement severance.
8. The timing of the termination is mutually set by the department and the departing employee.
9. Voluntary Separation for a term employee cannot exceed an amount equal to the pay the employee would have received for the remainder of the term.
10. An employee may receive Voluntary Separation in a lump sum or on a bi-weekly basis to extend employment.
11. If an employee wishes to access the Voluntary Separation Program:
 - (1) the employee applies in writing to their Deputy Head to terminate employment so their position may be filled by an employee, who is an affected employee, has received layoff notice or has been laid off;
 - (2) if the Deputy Head approves the application, the applicant's approved application and current job description are forwarded to the Department of Human Resources by the applicant;
 - (3) employees on the Staffing Priority list are given the opportunity to express interest in the position and, if qualified, to be interviewed;
 - (4) if a suitable employee on the Staffing Priority list has been identified, the applicant is advised in writing that employment will terminate under Voluntary Separation on a mutually agreeable date; and
 - (5) if a suitable employee on the Staffing Priority list cannot be identified, the application will be held on the Voluntary Separation list for up to 6 months or a shorter period of time as preferred by the applicant.
12. If an employee's position is transferred to another community, the following applies:

	TERMINATION OF EMPLOYMENT	Human Resource Manual
	Voluntary Separation	Section 1802 (c)

- (1) the Deputy Head identifies the position(s) that will be transferred to the other community, or communities;
 - (2) the Deputy Head notifies the affected employees in writing of the effective date of the transfer;
 - (3) employees who are not prepared to transfer with their position are required to notify their Deputy Head in writing;
 - (4) the Deputy Head provides the Department of Human Resources with a copy of the employee's notification and the employee is placed on the Staffing Priority list until the end of the 13-week notice period.
 - (5) Deputy Heads make every reasonable effort to place affected employees in vacant positions for which they qualify within their own departments or another department; and
 - (6) employees who are not appointed to another position during the 13-week notice period are considered to have terminated under Voluntary Separation, at the end of the notice period.
13. If the employee returns to territorial public service employment while still receiving bi-weekly voluntary separation payments, the bi-weekly payments will be replaced by an immediate cash payout for the remaining amount of voluntary separation payment.

AUTHORITIES AND REFERENCES

14. Main Collective Agreement with the NEU
Article 2.01 (nn) Interpretations and Definitions
Article 30.09 Voluntary Separation

CONTACTS

15. For further information or clarification, please contact:

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