

## NOTICE TO CIVILIAN EMPLOYEES

This notice is intended for employees belonging to the Program and Administrative Services Group (PA), the Education and Library Science Group (EB), the Operational Services Group (SV) and the University Teachers Group (UT)

New collective agreements were signed by the Treasury Board as the Employer for the PA, EB, SV and UT groups, bringing a new payment in lieu of severance pay.

Dates of signatures of collective agreements:

- PA and EB groups effective 1 March 2011
- SV group effective 6 April 2011
- UT group effective 11 March 2011

### New Payment in Lieu of Severance Pay

- Effective on 22 June 2011 for the PA Group
- 2 July 2011 for the EB Group
- 6 August 2011 for the SV Group
- 02 July 2011 for the UT Group

An indeterminate employee will be entitled to a severance payment equal to one (1) week's pay for each completed and partial year of continuous employment. A (term) determinate employee will be entitled to a payment in lieu of severance equal to one (1) week's pay for each completed years of continuous employment.

All the employees in the affected group will be informed of their years of continuous employment:

- PA and EB groups will be informed by 1 June 2011
- SV group will be informed by 6 July 2011
- UT group will be informed by 11 June 2011

Continuous Employment is one or more periods of service in the public service, as defined in the Public Service Superannuation Act, with allowable breaks as provided for in the terms and conditions of employment applicable to the person.

At that time, employees will be advised that they must choose one of the following three options:

1. A single payment at the rate of pay of the employee's substantive position as of:
  - 22 June 2011 for the PA Group
  - 2 July 2011 for the EB Group
  - 06 August 2011 for the SV Group
  - 2 July 2011 for the UT Group

OR

2. A single payment at the time of the employee's termination of employment from the core public administration, at the rate of pay of the employee's substantive position;
- OR
3. A combination of 1 and 2.

Employees will have until the following dates to select their option and advise Compensation & Benefits Services.

- 31 August 2011 for the PA and EB Groups
- 05 October 2011 for the SV Group
- 10 September 2011 for the UT Group

Employees who **do not select** an option by the dates stipulated above will be **deemed to have chosen option 2** (single payment at the time of the employee's termination of employment).

For options 1 and 3, income tax will be deducted at source from the severance payment, unless a Tax Waiver letter from the Canada Revenue Agency or the Revenu Québec is enclosed with the employee's option.

A tax waiver request can be submitted by letter or by using the CRA form T1213 at the following links: <http://www.cra-arc.gc.ca/E/pbg/tf/t1213/README.html> or the Revenu Quebec form T1016 <http://www.revenu.gouv.qc.ca/en/sepf/formulaires/tp/tp-1016.aspx>.

If you require further information, please contact your Compensation & Benefits Services.

613-971-0499

[http://hr.ottawa-hull.mil.ca/ces-srr/en/home\\_e.asp](http://hr.ottawa-hull.mil.ca/ces-srr/en/home_e.asp)