



TORONTO TRANSIT COMMISSION

Temporary Lay-Off Substitution Initiative

Program Guide for Employees

May 27, 2020
Version 1.0

Note: this Guide is subject to change without notice.

Program Overview

The *Temporary Lay-Off Substitution* (TLOS) initiative is a program created by the TTC to reduce the impact of planned lay-offs by allowing those who are in a position to be laid-off to take the place of another employee.

This initiative is open to all active, permanent, full-time employees at the TTC – both union and non-union – subject to meeting certain eligibility criteria.

Employee participation in the program is voluntary, and subject to approval by their department head based on operational needs.

Interested applicants must read this guide in its entirety before requesting participation in the initiative.

Program Timelines

By 4 p.m. on June 2, 2020 - Employees who are interested in the program must identify themselves to their immediate supervisor

By 4 p.m. on June 8, 2020 - Employees will be advised whether they are eligible to apply for the program.

By 4 p.m. on June 10, 2020 - Employees must submit their Application E-mail to the designated individual.

On June 14, 2020 - All approved temporary lay-offs will take effect.

September 8, 2020 - Employees must return to work.

NOTE: Employees should not commence leave until they have received express written permission from the TTC.

Applying for TLOS

The process for any *unionized* employees who are not Transit Operators to participate in TLOS is as follows:

- 1) Employee identifies themselves to their immediate supervisor as willing to participate.
- 2) Employee's immediate supervisor assesses their ability to release this employee.
- 3) The employee's immediate supervisor discusses the decision with their department head to confirm whether the employee will be released.
- 4) The employee is advised of the decision.
 - a. If the decision is to allow the employee to participate in TLOS, the employee must then write to Meghan.Rogers@ttc.ca to indicate their interest in participating in the initiative with the exact text from the "Application E-mail" noted below.
 - b. If the decision is not to allow the employee to participate, the employee will be provided a reason why.

- 5) In the event multiple employees in the same occupation and work location apply for the program, but not all can be released, employees will be released in reverse seniority order within that same occupation and work location, up to the number of employees whose services can be spared.

The process for Transit Operators (bus, streetcar, Wheel-Trans and subway) to participate in TLOS is as follows:

- 1) The employee must have a transportation seniority date of July 22, 2018 or earlier (i.e. no one with a transportation seniority date of July 23, 2018 or later can apply).
- 2) Employee writes to Meghan.Rogers@ttc.ca to indicate their interest in participating in the initiative with the exact text from the "Application E-mail" noted below.
- 3) Human Resources will review the list of interested employees and discuss with Chief Operations Officer.
- 4) The employee will be notified by divisional management if they are approved to participate in the process.
- 5) Employees will be chosen in reverse seniority order to participate (i.e. most senior will be selected first).

The process for non-union employees to participate in TLOS is as follows:

- 1) Employee identifies themselves to their immediate supervisor as willing to participate.
- 2) Employee's immediate supervisor assesses their ability to release this employee until August 31, 2020.
- 3) The employee's immediate supervisor discusses the decision with their department head to confirm whether the employee will be released.
- 4) The employee is advised of the decision.
 - a. If the decision is to allow the employee to participate in TLOS, the employee must then write to Rachael.Gerry@ttc.ca to indicate their interest in participating in the initiative with the exact text from the "Application E-mail" noted below.
 - b. If the decision is not to allow the employee to participate, the employee will be provided a reason why.

Employee Entitlements

Compensation

The employee will receive an additional 1 weeks' pay at their standard rate, subject to all normal deductions.

Benefits

Employees will continue to be entitled to the usual health and dental benefits. The TTC will assume co-payments for Basic Life Insurance. Employees must continue to make co-payments for Supplemental Life.

Employees will continue to have access to their employee pass during the period of lay-off.

NOTE: The employee pass is TTC property and remains entirely non-transferable. Employees cannot share or lend their pass to anyone for any reason.

Employees who are not yet eligible for health and dental benefits will be enrolled in the normal course at the point in time they reach 6 months of service, even if it occurs during the lay-off period. Employees who are not eligible at the time of lay-off will become eligible for basic life insurance at the point they return to work.

Vacation/Floater Days

Employees and supervisors will need to review the impact of any lay-off on utilization of vacation and floater days. Vacation and floater entitlements will not be paid out. Lay-off will have no impact on 2021 vacation entitlement.

Anniversary Dates and Step Rate Increases

There will be no impact on anniversary dates or scheduled step-rate increases as a result of lay-off.

Applications to other TTC Positions

Employees will be able to apply for any other TTC positions in the normal course. If an employee accepts another position, their lay-off will come to an end at the point in time they begin their new position.

Canada Emergency Response Benefit

Since employees are agreeing to replace another employee who may otherwise have been subject to lay-off, the TTC will record your temporary absence as a Lay-Off on the Record of Employment (ROE). Since the TTC has planned lay-offs in direct response to the COVID-19 pandemic, employees may be eligible for the *Canada Emergency Response Benefit*. More information on this Federal Government program can be found [here](#).

Pension Implications

Employees cannot contribute to the TTC Pension Fund Society during a period of lay-off or engage in a “buy back” program for the lay-off period once they return to work. It is the responsibility of the employee to satisfy themselves of any concerns regarding the impact on their pension.

Employees can contact the TTC Pension Fund Society at PFS@ttc.ca or 1-800-663-6820 with any questions about pension implications as a result of lay-off.

Application E-mail

Employees who are approved to participate in TLOS by their immediate supervisor (except for Transit Operators who do not need pre-approval) must indicate their willingness to participate in the initiative by reading the following template e-mail and sending only the bolded text to the designated individual outlined above. This e-mail must be sent as written and cannot be modified in anyway.

This e-mail will serve to confirm that I will participate in the Temporary Lay-Off Substitution (TLOS) initiative offered by the TTC.

I confirm that I have read the TLOS Program Guide for Employees, followed the steps contained therein, and that I am in agreement with its terms. Further to which, I understand that I will not be entitled to regular wages during the temporary lay-off period.

I understand that I will have no right to perform my regular duties until my scheduled return to work date of September 8, 2020 and that my participation in TLOS is irrevocable.

NOTE: While Transit Operators do not require pre-approval from their immediate supervisor to apply, their request will still be reviewed by senior management before being granted.

Questions

Questions about the program (unrelated to pension implications) can be directed to the Employee Service Centre by e-mailing myttc@ttc.ca.

Employees can contact the TTC Pension Fund Society at PFS@ttc.ca or 1-800-663-6820 with any questions about pension implications as a result of lay-off.