



Layoff Questionnaire – Grievor

** To be completed by the Grievor with the assistance of the Grievance Committee

ONA GEL File #: _____ Grievor Name: _____
Bargaining Unit _____
Grievance #: _____ Employer: _____

Introduction

A grievance has been filed alleging the implementation of an improper layoff or the denial of employees' rights following receipt of a layoff notice. Details and documentation related to this grievance are requested. Please answer the questions noted below and gather the documents mentioned. The reason for asking for this information is to assess the best way in which the union can resolve this conflict. Layoffs are quite complicated and as such, we must first establish what kind of layoff occurred and exactly what rights, if any, were violated.

There may be different types of layoff described in your collective agreement:

A **short-term layoff**, depending on your collective agreement language, may include situations like a Christmas or summer shutdown, emergencies situation, closures for the purposes of renovation or construction, or a temporary layoff due to reduced staffing requirements, including shift cancellations.

A **long-term layoff** is typically a layoff that is not short-term or may be more specifically defined in your collective agreement.

Employees' rights are often different depending on the type of layoff the Employer is implementing.

General Questions

1. Date of hire
2. In what units have you worked over your career?

Unit worked in at the time of layoff

3. Classification/Status:
☐ NGG (Supernumerary)

- ☐ Probationary employee
- ☐ Regular part-time
- ☐ Casual part-time
- ☐ Full-time
- ☐ Temporary employee

4. Hourly rate

5. Reason(s) for the layoff:

- ☐ A summer shutdown
- ☐ A Christmas shutdown
- ☐ Emergency situation
- ☐ A planned temporary layoff of less than three month
- ☐ A planned temporary closure of not more than six months for purposes of construction or renovation
- ☐ A long-term or permanent reduction in staff and/or bed closure
- ☐ Skill mix change
- ☐ Bumping/displacement
- ☐ Restructuring
- ☐ Other

Notice

6. Personal Notice of Layoff Received?

- ☐ Yes → What is date of layoff notice?
→ What is effective date of layoff? _____
- ☐ No
- ☐ Notice provided in writing?

7. Copy of your individual Layoff Notice provided to the Union?

- ☐ Yes →
- ☐ No → If not yet provided, please provide to the Union.

Short-Term Layoff

Please note – all collective agreements may not contain all of the rights/entitlements listed below. Please answer those that are applicable under your particular collective agreement.

8. Were you offered the right to take vacation/lieu time?

- ☐ Yes ☐ No

9. Were you offered the right to accept the layoff?
☐ Yes ☐ No

10. Were you offered the right to retire?
☐ Yes ☐ No

11. Were you offered a vacant position?
☐ Yes → If yes, please describe. _____
☐ No

12. Did you elect to transfer to a vacant position?
☐ Yes
☐ No → Why not? _____

13. a) Were you offered the right to displace/bump employees?
☐ Yes ☐ No

b) Did you request to displace/bump employees in any particulars areas?
☐ Yes ☐ No

c) Did you have enough seniority to displace/bump the junior person in the unit into which you wanted to bump?
☐ Yes ☐ No

d) Were you qualified to perform the job in those areas?
☐ Yes → Why do you believe you are qualified? _____
☐ No

14. Were you reassigned to another area?
☐ Yes ☐ No

Please provide details (including to which unit and the duration of the assignment):

Long-Term Layoff

Please note – all collective agreements may not contain all of the rights/entitlements listed below. Please answer those that are applicable under your particular collective agreement.

15. Were you offered the right to accept the layoff?

☐ Yes ☐ No

16. Were you offered a vacant position?

☐ Yes → If yes, please describe. _____

☐ No

17. Did you elect to transfer to a vacant position?

☐ Yes

☐ No → Why not? _____

18. Were you offered the right to retire or a buyout?

☐ Yes ☐ No

19. a) Were you offered the right to displace/bump employees?

☐ Yes ☐ No

b) Did you request to displace/bump employees in any particular areas?

☐ Yes ☐ No

c) Did you have seniority to displace/bump the employee(s)?

☐ Yes ☐ No

d) Were you qualified to perform the job in those areas?

☐ Yes → Why do you believe you are qualified? _____

☐ No

e) Have you ever worked in these areas?

☐ Yes → When? _____

☐ No

f) If you were not permitted to displace/bump another employee, what reasons were provided?

20. Were you reassigned to another area?

☐ Yes ☐ No

Please provide details (including to which unit and the duration of the assignment):

Currently

21. a) Are you now working?

☐ Yes → Where? Same Institution? Same site? Same Unit? _____

☐ No → Why not? _____

b) Did you lose any hours/shifts between the first day of layoff and return to work?

☐ Yes → How many hours/shifts? Regular or Extended Tours (indicate length of tour)? _____

☐ No

22. a) Did you indicate a willingness to work occasional shifts during the layoff notice?

☐ Yes → If yes, did you put any limits on your availability? _____

☐ No → Why not? _____

b) Were you offered any occasional shifts and/or temporary positions during your layoff notice period?

☐ Yes → If yes, how many shifts did you work? _____

☐ No → Why not? _____

23. Were you reassigned to another area prior to the layoff notice period ending?

☐ Yes ☐ No

Please provide details (including to which unit and the duration of the assignment):

Do you have a current grievance regarding your position on the seniority list?

☐ Yes ☐ No

Have you had one in the past?

☐ Yes ☐ No

Documentation

24. Have you provided a copy of the following materials to the Union?

☐ Yes ☐ No

If not, please provide a copy.

☐ Grievor's resume. If you do not have one, provide complete chronological information with respect to your employment and educational history.

☐ Copy of all applications and letters the grievor has sent trying to find other nursing and non-nursing work.

☐ Review your personnel file.