

PROTECTION PROGRAM **AUXILIARY VOLUNTARY RELOCATION** **POLICY AND PROCEDURES**

Effective: January 08, 2008

This is a revised version is approved by Director, Brian Simpson and replaces the Policy and Procedure dated January 17, 2005.

1) VOLUNTARY RELOCATIONS REQUESTED BY THE EMPLOYEE

- ⌚ Employees may request voluntary relocation to other geographic locations or other positions within their geographic location.
- ⌚ Voluntary relocations will only be considered if there is a vacant position and will be considered a new hire.
- ⌚ Requests for voluntary relocation may be reviewed in the order they are received.
- ⌚ Employees seeking a voluntary relocation must submit a formal letter requesting the relocation to the HQ Recruiting Representative. Voluntary relocation requests for fire crew positions must be received prior to March 1st while all other auxiliary position relocation requests may be submitted for consideration at anytime.
- ⌚ The employee's seniority does not go with them to their new position because these are employee- initiated relocations. If an employee starts their new position prior to returning to work in their previous position, then their seniority remains in the old seniority unit for the nine- month period after the date they were previously laid off. The employee's seniority starts from zero in the new seniority unit and accrues as the employee works.
- ⌚ If an employee accepts a new position in another seniority unit after they have already started in their previously recalled position, then they must submit a letter of resignation at which point they will lose seniority for recall purposes within that seniority unit.
- ⌚ Relocation costs will not be paid as per Article 27.16 of the BCGEU Master Agreement.
- ⌚ Moving expenses will not be paid.
- ⌚ Travel and accommodation costs will not be paid.

2) PROCEDURES TO REQUEST A VOLUNTARY RELOCATION

- ⌚ Complete a letter outlining your request to voluntarily relocate. The voluntary relocation letter must include:
 - name
 - current functional job title
 - current classification
 - current crew and geographic location

- requested/proposed crew and geographic location or specific location
 - reason(s) why you wish to relocate
 - number of years experience in Protection
 - estimated number of summers remaining in Protection
 - list of past fires and your role
- ⌚ Letters requesting voluntary relocation must be received by the HQ Recruiting Representative. Voluntary relocation requests for fire fighting crews must be received by 4:00 p.m. on March 1st of each year, while all other voluntary relocation requests can be submitted at anytime.

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3) PERMANENT RELOCATIONS REQUIRED BY THE EMPLOYER

- ⌚ The Employer may relocate auxiliary employees to other locations on its own initiative where necessary to meet operational requirements.
- ⌚ Seniority and recall rights transfer with employees if employees are relocated at the Employer's initiative.
- ⌚ Employees only have one set of recall rights if their seniority transfers with them. Those recall rights are at the new location.
- ⌚ HQ Recruiting representative to liaise with other Fire Centres to find a suitable candidate.
- ⌚ Director of Protection must approve Employer requested relocations