

# Provincial Career Adjustment Assistance Program

## DID YOU KNOW THAT . . .

- ◆ **The Career Adjustment Assistance Program** is a province-wide program designed to assist health care workers affected by layoff. The program is under the authority of the Ministry of Health pending the availability of funds.
- ◆ **The time frame for access of the individual options** is three years from the date of layoff. (i.e. lay off date September 30, 2004, access is until September 30, 2007).
- ◆ **The maximum amount of career adjustment assistance** available to any employee is \$5,000. Assistance for a given individual is calculated on the basis of \$500 for every year of service (pro-rated for partial years) for full-time employees. For other-than-full-time employees, assistance is calculated on the same basis, but pro-rated for time worked.
- ◆ **Non-union and out-of-scope employees** from the health sector have access to the Career Adjustment Assistance Program in the same fashion as unionized employees. However, if a non-union or out-of-scope employee receives a severance settlement in excess of one week's pay per year of service, he or she is not eligible for career assistance. Situations will be reviewed on a case-by-case basis.
- ◆ **Casual, term and relief employees** are not eligible for career adjustment assistance benefits.
- ◆ **If an employee's hours of work have been reduced 20% or more**, that employee is eligible to access the training/retraining option of the Career Adjustment Assistance Program on a pro-rated basis in accordance with the reduction in hours.
- ◆ **The enhanced severance can be transferred directly to an RRSP.** A signed form obtained from the employee's banking institution should be submitted with their application form. The Program Coordinator who must also sign the form will calculate the amount of severance.
- ◆ **Application forms can be obtained from your employer. These must be completed by you and your employer and sent to the Program office along with the required documentation, e.g., letter of layoff, letter of resignation or early retirement (if required), appropriate information regarding training courses and fees.**
- ◆ **The Program Coordinator will review the information and process the application. If additional information or verification of the information is required, contact will be made with the employee, employer and/or education institution.**
- ◆ **An employee can appeal the decision of the Provincial Career Adjustment Assistance Committee. Applicants who have been denied assistance or who disagree with the level of assistance they have been granted have the opportunity to appeal. Applications for appeal can be obtained from the employer. The Provincial Career Adjustment Assistance Committee reviews all such appeals.**

- ◆ **There are five options available to employees who are laid off** and choose to go on re-employment, resign or take early retirement.
- ◆ **Employees on re-employment can access any number** of the following options, provided that they are eligible and within their maximum entitlement.

### **1. Career Counseling**

- Career counseling is provided by a number of companies. It may include assessment, resume writing, interview coaching and job search techniques.
- Employees must indicate on the application form their intention to access career counseling and job placement services, and they must indicate the type of service desired.
- The Program Coordinator will contact the selected company and establish a defined credit amount for the employee.

### **2. Alternate Employment**

- Reimbursement will be provided for expenses incurred in pursuing alternate employment opportunities.
- Business start-up costs and interview-related travel costs are examples of expenses that would be considered for reimbursement.

**NOTE: If an employee on layoff has accessed this option and is reemployed, a repayment plan would be set up for the repayment of monies given to the employee under this option.**

### **3. Training Courses**

- The Program will reimburse employees only for tuition fees for approved training courses. Books and materials are not covered.
- If the training is for a specific job with the current employer, for which the employee has been deemed the successful applicant, the Program will cover the cost of books and materials.
- Upon receipt of verification of enrolment in a course, the Program Coordinator will arrange to be invoiced for the employee's tuition fees.

### **4. Relocation Assistance**

- Actual and reasonable expenses will be paid for an employee to relocate.
- Relocation assistance will be limited to in-province relocation expenses.
- Relocation assistance will be provided only when the employee is moving to an identified job, which need not be in the health care field.

### **5. Enhanced Severance**

- This option is only available to laid-off employees who elect to resign or take early retirement. The benefit is calculated on the basis of one week's salary for every year worked, to a maximum of five weeks, or \$5,000, whichever is less. This severance is in addition to any severance payable under the employee's collective agreement. The enhanced severance is also dependent upon the maximum benefit payable to an individual.

**For more information contact:**

**Provincial Career Adjustment Program Coordinator [at info@saho.ca](mailto:info@saho.ca)  
900 – 1919 Saskatchewan Drive Regina, SK S4P 4H2; Telephone (306) 347-1740**