Government of Manitoba – Public Service Commission

Manitoba **9**

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Effective Date: January 31, 2022

Revision No: 02

DOCUMENT TYPE: Workforce Relations – Employee & Labour Relations

Procedure

DOCUMENT TITLE: WORKFORCE CHANGE MANAGEMENT

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1.0 **OBJECTIVE**

1.1 To describe the services available to assist a Department and the recommended process to implement a workforce change identified by the Department or Treasury Board Secretariat (TBS).

2.0 **SCOPE**

- 2.1 This workforce change management process flowchart is designed to give a high-level view of the steps when a workforce change is being identified, planned and implemented.
- 2.2 This workforce change management process flowchart does NOT specify the different types of workforce changes such as lay-offs, devolution, contracting out, change of work headquarters, re-organization/restructure, another government entity transferring to the core government, etc. These specific workforce changes will be described in other process flowcharts.

3.0 DOCUMENTS

- 3.1 Employee Impact Assessment (EIA)
- 3.2 Workforce Management Tools, which can be:
 - Communication Plan
 - Frequently Asked Questions (FAQ's)
 - PowerPoint Template for Branch Update
 - Script for Managers and/or HR (individual employee communications)
 - > EFAP and Employee Support Information

4.0 ATTACHMENT

4.1 Workforce Change – Fact Sheet

Government of Manitoba – Public Service Commission Doc. Code: WFA-P-001 Manitoba' Effective Date: January 31, 2022 **DOCUMENT TYPE: Workforce Relations – Employee & Labour Relations** Revision No: 02 Page: 2 of 2 DOCUMENT TITLE: WORKFORCE CHANGE MANAGEMENT 5.0 **FLOWCHART** Leaend: Lay-offs, devolution, contracting **TBS** – Treasury Board Secretariat **HR** – Human Resources (1) Department/TBS identifies potential **ELR** – Employee & Labour Relations workforce change **ELRO** – Employee & Labour Relations

out, change of work headquarters, re-organization/restructure, another government entity transferring to the core government, etc.

> (2) Department/TBS notifies HR Director or ELR Senior Management with concept or applicable background information (ex. consultant report, preliminary approvals received, research papers)

(3) Department Deputy Minister (or designate) schedules an initial meeting with HR Director, ELRO and LRA

(4) Department Deputy Minister (or designate) establishes a Working Group with HR Director, ELRO and LRA as regular members

(5) HR provides employee/position data and organizational charts to LRA

(6) LRA and ELRO assess impact(s) to Collective Agreement and other applicable legislations and draft **Employee Impact Strategy**

(7) LRA develops tools for the Working Group

(8) Department provides final TBS approvals to LRA and ELRO

(9) LRA and ELRO engage (if required) with the Union

(10) Department, with Working Group support, to provide communication to employees which may be General Announcements, **Individual Notifications, Ongoing Updates**

(11) Department, with Working Group support, to implement the workforce change

(12) Working Group's Post Implementation **Communication/Considerations**

Connecting back to TB as required for

Re-employment lists (HR)

Courtesy Notification if applicable

- Collective Agreement Notification (Note: Can provide multiple notifications simultaneously to union such as devolution and lay-
- ➤ Negotiations if applicable (ETA, MOA)

Disclaimer:

Timelines for each step are casespecific but target dates must be established in the initial meeting, and may be adjusted as the case may be.

implementation/updates

LRA – Labour Relations Advisor

Communication Services

All approvals must be received prior to Union

employee or public

announcements.

Notification/Negotiations,

Manitoba, Compensation Services

and TB Analyst as optional members