

Government of Manitoba – Public Service Commission 	Doc. Code: WFA-P-001
	Effective Date: January 31, 2022
DOCUMENT TYPE: Workforce Relations – Employee & Labour Relations Procedure	Revision No: 02
DOCUMENT TITLE: WORKFORCE CHANGE MANAGEMENT	Page: 1 of 2

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/re-structure, 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

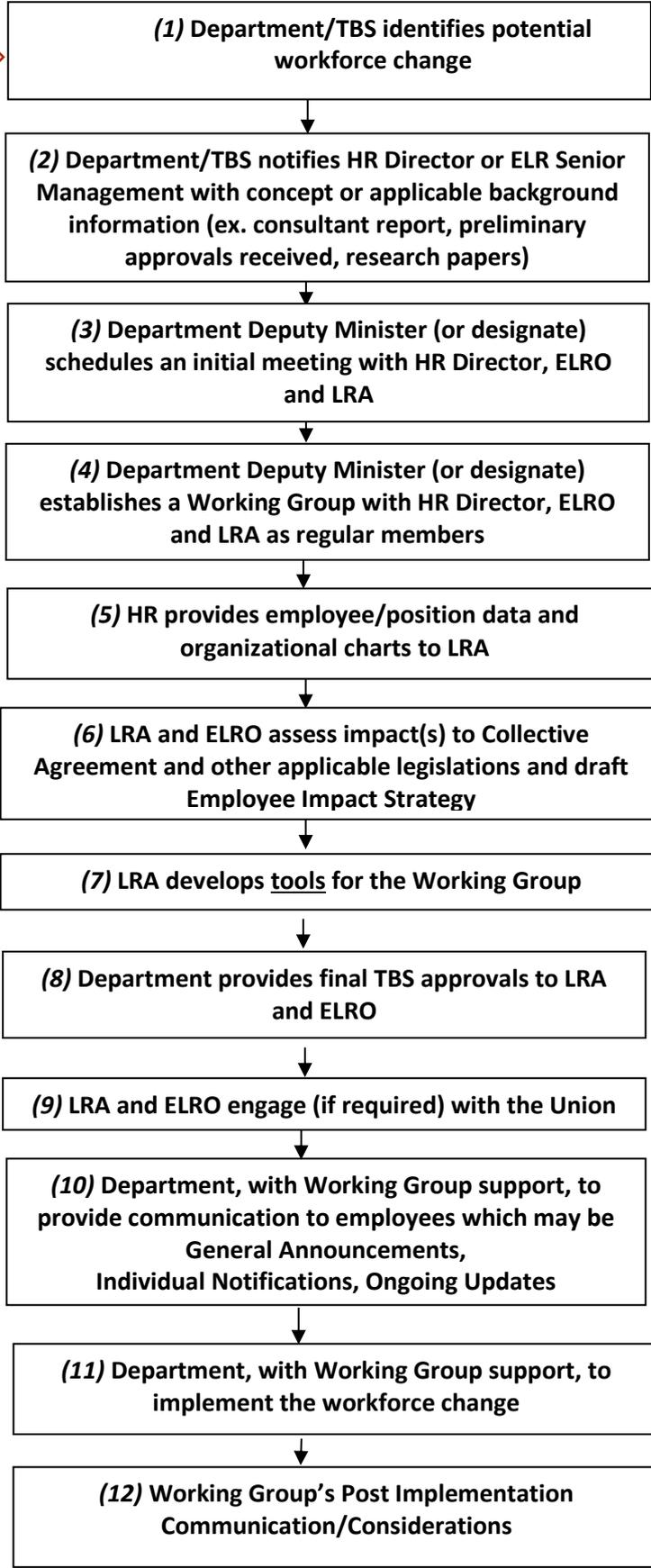
- 4.1 Workforce Change – Fact Sheet

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5.0 FLOWCHART

Lay-offs, devolution, contracting out, change of work headquarters, re-organization/re-structure, another government entity transferring to the core government, etc.

Legend:
TBS – Treasury Board Secretariat
HR – Human Resources
ELR – Employee & Labour Relations
ELRO – Employee & Labour Relations Officer
LRA – Labour Relations Advisor



Communication Services Manitoba, Compensation Services and TB Analyst as optional members

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

All approvals must be received prior to Union Notification/Negotiations, employee or public announcements.

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

➤ *Connecting back to TB as required for post-implementation/updates*
 ➤ *Re-employment lists (HR)*