

This checklist outlines the steps that a manager should apply when reviewing a seasonal recall.

| <b>SEASONAL RECALL CHECKLIST</b>  |   |                          |
|---|---|--------------------------|
| <b>Supervisor/Manager Checklist</b>   |   |                          |
| <b>Upon learning of recall, complete the following portion of the checklist:</b>      |   |                          |
| <b>Approval</b>   | <ul style="list-style-type: none"> <li>○ Obtain Ministry approval.</li> </ul>   | <input type="checkbox"/> |
| <b>Staff Planning</b>   | <ul style="list-style-type: none"> <li>○ Meet with Business Partners to discuss recalls as required.</li> <li>○ Determine recall order.</li> </ul>  | <input type="checkbox"/> |
| <b>Notification</b>   | <ul style="list-style-type: none"> <li>○ Prepare recall letter and send to employee.</li> <li>○ Employee signs recall letter and forwards letter to Manager. Letter is to be retained by the Ministry.</li> </ul> <p><i>* If position is an Authorized Purchaser, a separate MIDAS position number will be needed. (PC Card)</i></p>  | <input type="checkbox"/> |
| <b>Screening</b>  | <ul style="list-style-type: none"> <li>○ Review the recall letters to determine if employee has accepted, declined or other circumstances exist.</li> <li>○ Only declined recall letters are to be sent to the HRSC.</li> <li>○ If employee is declining recall refer to Termination or LOA Managers checklists.</li> </ul>   | <input type="checkbox"/> |
| <b>Once employee accepts recall, complete the following portion of the checklist:</b> |   |                          |
| <b>Offer / Notification</b>   | <ul style="list-style-type: none"> <li>○ Forward all documents in one package to HRSC:               <ul style="list-style-type: none"> <li>● Recall/Layoff Notification form or Recall Spreadsheet (Labour Service only)* Note: Employee's being recalled into their home position, with no changes to their position, the Labour Service Recall Spreadsheet can be used.</li> <li>● Modified Work Agreement (if applicable)</li> <li>● Other applicable documents if employee's information has changed (e.g. Direct Deposit Payment Request form, Personal Tax Credits Return TD1 and TD1SK and Employee Change of Address and Name form etc.)</li> </ul> </li> <li>○ Please retain Altered Work Agreements and Letters of Understanding in Ministry.</li> </ul> | <input type="checkbox"/> |
| <b>Entitlements</b>   | <ul style="list-style-type: none"> <li>○ Advise employee that annual entitlements are pro-rated based on hours worked and the length of the season.</li> </ul>  | <input type="checkbox"/> |
| <b>Communication</b>  | <ul style="list-style-type: none"> <li>○ Confirm start date, location and advise date of first pay with candidate.</li> <li>○ Inform employee of employee number, once received, to register for PSC Client.</li> <li>○ Inform co-workers and other stakeholders of employee(s) and start date.</li> </ul>  | <input type="checkbox"/> |
| <b>Orientation</b>  | <ul style="list-style-type: none"> <li>○ Provide seasonal training and updates.</li> </ul>  | <input type="checkbox"/> |