

TORONTO SENIORS HOUSING CORPORATION (TSHC)

Re-Hiring Employees After Separation Policy

Effective Date: 19 April 2022

Approved by: Executive

Approval Date: 19 April 2022

References:

- Use of Consultants Policy
- Overtime and Lieu Time Policy
- Employment Standards Act
- Collective Agreements

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Scope

This policy applies to all permanent and temporary (full-time or part-time) employees of:

- the former Metro Toronto Housing Corporation,

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- the former Toronto Housing Company
- Toronto Community Housing Corporation, and
- Toronto Seniors Housing Corporation

Purpose

The purpose of this policy is to provide guidelines as to when an employee may be re-hired following their termination.

Conditions for Re-Hiring Employees

Former employees who receive a severance payment are not eligible for rehire as a permanent or temporary employee or as an independent contractor for a period of time equal to the severance or incentive payments received on termination. This would include:

- involuntary terminations without cause
- voluntary exit opportunities

The portion or portions of the severance payments that are required under the Employment Standards Act, relevant collective agreements and People and Culture are not included in the time restriction for re-hiring separated employees. These include:

- pay in lieu of notice
- accrued vacation owing
- unused overtime or lieu time
- sick leave pay outs, where applicable.

This time restriction applies whether the former employee received the payment as salary continuance or as a lump sum.

Former employees who resigned, elected early retirement or otherwise

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voluntarily left TSHC or its legacy companies without cause and did not receive any separation payment can be rehired at any time.

Employees who elect to take early retirement and are rehired may elect to either continue receiving their pension or not contribute to the pension plan or suspend their pension for the period of re-employment and contribute to the pension plan. If they elect the latter option the additional time worked will be added to their pensionable service and the additional contributions will be used to calculate their pension at termination.

Exceptions

The CEO in consultation with the appropriate Vice President and the Head of People and Culture must approve any exceptions to this policy.