

Seasonal Recall Checklist

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 Next review: September 2021

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

SEASONAL RECALL CHECKLIST		
Supervisor/Manager Checklist		
Upon learning of recall, complete the following portion of the checklist:		
Approval	o Obtain Ministry approval.	<input type="checkbox"/>
Staff Planning	o Meet with Business Partners to discuss recalls as required. o Determine recall order.	<input type="checkbox"/>
Notification	o Prepare recall letter and send to employee. o Employee signs recall letter and forwards letter to Manager. Letter is to be retained by the Ministry. <i>* If position is an Authorized Purchaser, a separate MIDAS position number will be needed. (PC Card)</i>	<input type="checkbox"/>
Screening	o Review the recall letters to determine if employee has accepted, declined or other circumstances exist. o Only declined recall letters are to be sent to the HRSC. o If employee is declining recall refer to Termination or LOA Managers checklists.	<input type="checkbox"/>
Once employee accepts recall, complete the following portion of the checklist:		
Offer / Notification	o Forward all documents in one package to HRSC: <ul style="list-style-type: none"> • 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. • Modified Work Agreement (if applicable) • 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.) o Please retain Altered Work Agreements and Letters of Understanding in Ministry.	<input type="checkbox"/>
Entitlements	o Advise employee that annual entitlements are pro-rated based on hours worked and the length of the season.	<input type="checkbox"/>
Communication	o Confirm start date, location and advise date of first pay with candidate. o Inform employee of employee number, once received, to register for PSC Client. o Inform co-workers and other stakeholders of employee(s) and start date.	<input type="checkbox"/>
Orientation	o Provide seasonal training and updates.	<input type="checkbox"/>