



**Training
Coordinators
50 km
November 2025**



Collaboration ACMPA - PARH

This joint training CPAA and management was set up to train 50 km coordinators and their replacements.

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What is a provisional assignment?

- This refers to an employee being assigned on an interim basis to a position of Postmaster or Senior Assistant, at a higher classification level than their current position.
- During the term of the provisional assignment, **the employee must perform the duties of to higher classification level position** that may be requested of them in order to be entitled to provisional assignment pay (s. 11.08 (a))

What is a work option?

- A work option allows you to change your regular work schedule by taking one day off every week or every two weeks.

Coordinator's roles and responsibilities:

Receiving applications and updating the list of employees eligible for provisional assignment.

Offering provisional assignments from your sector in accordance with section 11.08 of the CPAA collective agreement.

Determining whether training is required for the provisional assignment. If it is, following up with the Area Superintendent to ensure that the training is delivered to those who need it. (The Superintendent will play a bridging role for the training.

Ensuring that there is someone who is trained to replace you in your role as Coordinator. If there is no one who can, please speak to your Area Superintendent.

When an employee is working as a replacement on a provisional assignment and receives a new position, they will maintain their current assignment **if and only if** this is still accordance with the provisional assignment rules. (Replacement in a higher classification level (promotion), within a 50 km radius 11.08)).

Eligibility for a provisional assignment offer:

- The term employees (holding a position) must have indicated their interest by filling out the provisional assignment request form.
- The assignment must be promotion for the term employee (i.e, the provisional appointment must be at a higher classification level than the one in which the term employee is appointed to).
- **The employee must be available for the duration of the assignment that they accept.** The must be available for their first full shift.
- The coordinator will only offer provisional assignments to an employee if the employee is immediately available to begin the assignment.
- In the case of an employee who has already committed to an offer, the coordinator may offer the employee a different assignment only if the new offer begins **before** the one they have already accepted.
- Any employee who abandons any current assignment and returns to his or her substantive position will not be offered further replacements until the end of the assignment or up to a maximum of 2 weeks. The coordinator must notify the Local Area Superintendent.

Egibility for provisional assignment offer (suite):

Opportunities should be offered in the following order of priority:

1

Offer made by the Postmaster:

- Qualified and immediately available indeterminate employees in the office, starting with:
- the employee who works the most regular hours per week s. 11.08 (b)(i) and (ii)

Tiebreaker = Duration of continuous employment at the office.

***** (iii) To the qualified term employee in that office who has continuous employment. If there is more than one qualified term employee in the office who has continuous employment, the position shall first be offered to the one with the longest continuous employment.**

2

Offer made by the Coordinator:

- Qualified and available employees within a 50 km radius of the office who have notified the Corporation of their interest. S. 11,08 (b) and (iv) * *If there is more than one qualified intermediate employee, the assignment must be offered to the employee with the longest continuous employment in the bargaining unit CPAA.*

3

1. If the Coordinator is unable to fill the assignment, this is an “other means” situation and they should talk to the Postmaster: other means. s. 11.08 (b)(v)



Take note:

- A Postmaster in the group category is **REQUIRED** to contact the Coordinator when they need to be remplaced for an entire day, even if it is not 8 hours.

Provisional assignment offer process

- The concept of a “contract” is now applied to provisional assignment offers.
 - Absence codes no longer determine the length of the assignment.
 - *When the replacement offer is made, it is always the known end date that determines the end date of contract.
 - **In the cases of absences due to illness, the end date could be “indefinite”.*
 - *The only exception to this rule is when the position becomes vacant during the replacement. In this case, the replacement contract will have to be offered again.*
-
- Please see the exceptions in the scenarios.

Provisional assignment offer process (suite):

Steps taken by the Coordinator:

1. **Make the replacement offers three weeks prior to the replacement.**
2. Check office list within fifty (50) kilometres.
3. **If there is more than one qualified employee, the assignment must be offered to the employee with the longest continuous employment in the bargaining unit.**
4. Determine whether training is required for the provisional assignment. If training is needed, ask the employee to follow up with their Local Area Superintendent. During the replacement period, the employee must perform all of the duties of the Postmaster or Senior Assistant. To be specified to the employee at the time of the offer.
5. **Following an offer, the employee has up to 24 hours to give their answer to the Coordinator. This timeframe will be only few hours if the assignment offer starts within five days. * who will have previously told the employee of the time they have to answer.**
6. If the position is bilingual, ensure that the person has the required language skills by checking with Human Resources. If necessary, Human Resources will schedule a language test. (You cannot offer a provisional assignment for a bilingual position to a person who does not meet the language requirements, even if they are the only available person on your list).
7. **All contacts will have to be re-offered if the covered position becomes vacant due to retirement, resignation or promotion.**



Provisional assignment pay

What is acting pay?

*It is an additional pay rate.
The rate may differ for each employee.*

Who is entitled to acting pay (s. 40)?

Indeterminate employees.

Or

Term employees with more than six months of continuous employment.

*Please refer to the acting pay matrix as eligibility will vary depending on the position. www.acmpaquebec.com

What are the criteria for receiving acting pay (s. 40.02) ?

You must occupy a Postmaster or Senior Assistant position.

You must have worked a full eight (8) hour shift.



Assignments of fewer than 20 consecutive shifts

[illegible]

What are the important éléments when completing an acting pay exception report?

1. Verify that the acting pay box show *A*
2. Verify that position number and cost center (RC) is correct.
3. Verify that your hours worked (eight-hour shift) are accurate.
4. Ensure that any planned normal work hours that were not worked are removed from the schedule.



- **When a provisional assignment is for more than 20 consecutive shifts, this information must be communicated to the Local Area Superintendent in order for this assignment to be entered into SAP.**

Section 40.04 and 40.07 of the collective agreement

From	Provisional assignment	Minimum hours to be eligible for provisional assignment pay	When do you start the provisional assignment declaration?
Assistant	Postmaster	Full eight-hour shift	Starting from the first full eight-hour shift
Senior Assistant	Postmaster – same office	More than twenty (20) full shifts of eight consecutive hours	Starting at the 21st full eight-hour shift
Senior Assistant	Postmaster – other office	Full eight-hour shift	Starting from the first full eight-hour shift
Assistant	Senior Assistant	Full eight-hour shift	Starting from the first full eight-hour shift
Postmaster	Higher classification level	Full eight-hour shift	Starting from the first full eight-hour shift



What happens if you know that the provisional assignment in 20 days and will go over that duration?

- The Local Area Superintendent will send a provisional assignment form to Access HR.
- The provisional assignment will be registered in SAP.
- Once registered, the employee will no longer be required to submit a time exception report.

Exception

Term employees with more than six months of continuous employment will continue to submit be required to submit time exception reports so they can be paid.



Provisional assignment scenarios

Example 1

A Postmaster has a five-day weekly schedule. He works Monday to Thursday and takes a work option every Friday.

The Postmaster asks for a week of vacation next week.

You must offer provisional contract for the replacement for the four days of vacation (Monday to Thursday), as there is already an employee filling the replacement contract for the Friday work option.

Exemple 2

Paul has accepted a four-week provisional assignment. However, after one week, she decides that this position is not for her and leaves.

Paul will not be offered any other assignments for two weeks, which is the maximum penalty as there are three weeks left until the end of the assignment.



Provisional assignment scenarios

Exemple 3

Lisa has accepted a two-week provisional assignment

However, after three days, she decides that this position is not for her and leaves.

Lisa will not be offered any other assignments until the end of her initial commitment (the equivalent of one week and two days)

Exemple 4

A Postmaster goes on vacation for the first two weeks of March. An employee accepts this two-week contract.

While on vacation, the Postmaster is injured and has to go on sick leave for indeterminate period.

The person who was awarded the two-week contract will continue the contract until its original end date (two weeks). A new contract will be offered for the remaining sick leave period.

When the Postmaster begins their gradual return, the provisional assignment must be offered again as they have in fact returned to their position.



Provisional assignment scenarios

Exemple 5

The Coordinator offers Josée one-day provisional assignment for November 25th.

Josée accepts the assignment. Later, the Coordinator comes across another opportunity for November 23 to 30. If Josée is able to take the new assignment from the start, it will be offered to her.

Josée can then choose to accept the new offer in full and abandon the provisional assignment for November 25th.

Exemple 6

Simone has been doing a work option assignment every Friday for a few months.

The Coordinator offers her a two-week vacation replacement starting on Monday. Since she is immediately available to start the new offer, if she accepts it she will leave her work option replacement.

Simone will not be personalized as she did not abandon her replacement option to return to her substantive position.



Provisional assignment scenarios

Exemple 7

Sylvia has accepted an assignment offer from the Coordinator for a Monday work option. The following week, the Coordinator has a Monday-to-Friday assignment to offer.

They will not offer this assignment to Sylvie because she cannot start this assignment as she is not immediately available and has already committed to another assignment.

Exemple 8

The Coordinator offers Sylvia a provisional assignment for October 10 to 17. She accepts. Later, the Coordinator has another provisional assignment to offer from October 12 to 25.

Sylvia will not be offered this assignment because she **is not immediately available to start, having already committed to another assignment that starts earlier.**

The Coordinator cannot make any new offers to Sylvie that start during the period she has already committed to –that is, from October 10 to 17.



Provisional assignment scenarios

Exemple 9

The Coordinator offers Claire a provisional assignment from November 15 to 20. She accepts.

Later, the Coordinator has another replacement option to offer from November 14 to 20.

The Coordinator could offer the assignment to Claire, since **she is immediately available to begin the assignment.**

Exemple 10

Eric accepts an unspecified replacement position in an office within a 50km radius. The Postmaster at his home office contacts him. She tells him that she will be undergoing surgery on the following week, and will be off work indefinitely.

If Eric decides to abandon the assignment and return to his home attaché office, can the postmasters offer him a sick leave assignment?

Unfortunately, not, he has abandoned the assignment and will be charged the 2-week penalty.



Provisional assignment form

Demande d'affectation provisoire - ACMPA

****Pour employés nommés pour une période indéterminée****

Nom de votre coordonnateur de zone :

****Date d'emploi continu (Info Accès RH 1877 807-9090)** :**

Je désire vous faire part de mon intérêt à effectuer de l'affectation provisoire :

☐ Dans tous les bureaux qui font obligatoirement parti des bureaux inscrits dans un rayon de 50km de votre bureau d'origine (voir liste du 50 km).

☐ Dans les bureaux suivants :

Veuillez inscrire le nom des bureaux (voir liste du 50 km)

Nom des bureaux visés :	Nom des bureaux visés :	Nom des bureaux visés :	Nom des bureaux visés :
1-	4-	7-	10-
2-	5-	8-	11-
3-	6-	9-	12-

Pour que votre demande soit considérée, vous devez compléter toutes les informations suivantes :

Nom :

Prénom :

I.D. :

Téléphone bureau :

Lieu de travail :

Téléphone domicile :

Niveau de votre poste actuel :

Téléphone autre :

Êtes-vous un (e) employé (e) :

Temps plein ☐

Temps partiel ☐

Veuillez nous indiquer si vous avez suivi :

- Avez-vous besoin de formation? Oui ☐ / Non ☐
- Si vous avez coché Oui, veuillez expliquer pourquoi? :
- Avez-vous déjà réussi un test d'évaluation linguistique administré par Postes Canada : Oui ☐ / Non ☐
- Si vous désirez travailler dans un bureau bilingue vous devez obligatoirement obtenir la compétence linguistique requise du bureau. Désirez-vous effectuer un test de langue afin d'être autorisé à travailler dans un bureau bilingue : Oui ☐ / Non ☐

IMPORTANT : Si vous changez de poste, de niveau ou de statut, vous devez obligatoirement refaire une demande d'affectation provisoire en complétant ce formulaire et aviser votre coordonnatrice du 50km.

Signature :

Date :

Merci

