

For MEMORANDUM OF AGREEMENT

The Union of Taxation Employees (“The Union”)

And

Canada Revenue Agency (“The Employer”)

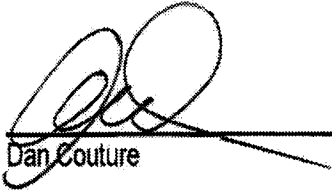
Herein after collectively referred to as “The Parties”

Changes to Section 5.5.4 of The Employer’s Procedures for staffing (Staffing Program)

Upon signing of the present Memorandum of Agreement (MOA), The Parties acknowledge that The Employer will modify section 5.5.4 “**Five-year administrative conversion**” of its Procedures for staffing to read “**Administration conversion**”. This change to the administrative conversion is subject to the following terms:

1. Effective November 1, 2020, the conversion of a term employee’s temporary appointment to a permanent appointment will be done upon three (3) years of cumulative service, if that employee’s current position is represented by The UTE.
2. Affected employees shall be notified by November 1, 2020 by email or such other instrument in writing that their employment is converted from determinate to indeterminate status.
3. The processing of the appropriate documents related to the administrative conversion of existing term employees who have reached three (3) years of cumulated service will be completed between November 1, 2020 and March 31, 2021. For greater certainty, however, pursuant to section 2 above, the processing of these documents will not affect the date of indeterminate status for those employees being converted.
4. The Procedures for staffing will be formally amended to reflect the above noted changes as soon as feasible. For greater certainty, the following revisions will be made:
 - 5.5.4 The title *Five-year administrative conversion* will be revised to *Administrative Conversion*;
 - All references to five (5) years shall be changed to three (3) years.
5. The CRA will make every effort to ensure UTE term employees who reach the three (3) year threshold, but who are on loan to another branch or region, will be indeterminately appointed to their former position in their home branch and region. If an employee wishes to remain in their temporary branch or region and be converted to an indeterminate position in that Branch or region, the CRA will make every reasonable effort to accommodate those requests on an individual basis.
6. The provisions in the Procedures for staffing in section 5.4 Probation regarding breaks in service and in section 5.5.2 regarding cumulative service will not change.

For The Employer:



Dan Couture

Assistant Commissioner
Human Resources Branch
and Chief Human Resources Officer

Date: August 18, 2020



Dave Conabree
Director General
Human Resources Branch

Date: August 18, 2020

For The Union:



Marc Brière
National President
Union of Taxation Employees

Date: August 18, 2020



Shane O'Brien
Union of Taxation Employees

Date: August 18, 2020