

**Policy and Procedure**

Title:	<b>Technological Change</b>
Policy Number:	05.537
Effective Date:	March 1, 1995
Revised Date:	March 23, 2018
Approving Body:	President and CEO
Authority:	CancerCare Manitoba Act
Responsible Officer:	President and CEO
Delegate:	Manager, Human Resources
Contact:	Human Resources Department
Applicable to:	CCMB Administration and Staff

1.0 **BACKGROUND:**

Not Applicable

2.0 **PURPOSE:**

To outline the requirements for instituting technological change affecting the employment of one or more CancerCare Manitoba (CCMB) employees.

3.0 **DEFINITIONS:**

Not Applicable

4.0 **POLICY:**

4.1 This policy and procedure applies where CCMB employees are permanently affected by technological change initiated by CancerCare Manitoba.

4.2 The authority to implement technological change is the President and CEO. The CEO consults with the appropriate Chief Officer/Provincial Director and the Manager of Human Resources (HR).

4.3 Conditions of Collective Agreements will be met when technological change is implemented.

5.0 **PROCEDURE:**

The following procedure is used in the event of technological change affecting the employment of one or more employees within CancerCare Manitoba.

5.1 The CEO refers the implementation of technological change to the HR Manager.

5.2 The HR Manager provides appropriate notice to all Unions involved and negotiates the implementation of technological change.

5.3 **Human Resources Involvement**

5.3.1 The Chief Officer/Provincial Director and/or Department Head/Director

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consults with the HR Manager prior to recommending the implementation of technological change. The HR Manager is then able to advise regarding the impact on permanent employees.

5.3.2 Upon approval of the CEO, the HR Manager ensures:

- a. Appropriate periods of notice are given;
- b. Unions and affected employees are correctly notified;
- c. A re-employment list is established and maintained.

5.3.3 The HR Manager ensures the conditions of the Collective Agreements are met when technological change is implemented, including negotiation of the implementation of technological change.

5.3.4 The HR Manager reviews the re-employment and vacancy list prior to refilling a position at the same classification from which a lay-off occurred.

5.4.5 The HR Manager ensures employees covered by an Employment Security Memorandum of Agreement are not issued notice of lay-off.

6.0 **REFERENCES:**

Refer to current Collective Agreements including CUPE, MAHCP, and MNU.

<b>Policy Contact:</b>	
All enquiries relating to this policy should be directed to:	
Name:	Ms. Sherry Dupuis
Title/Position:	Manager, Human Resources Department
Phone:	
E-mail:	
Address: (if required):	

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**DOCUMENTATION**

**Policy Location:**

This policy is located (hard and e-copy formats):

- |    |  |
|----|--|
| 1. | The original signed and approved policy is on file in the Executive Office, CCMB |
| 2. | The e-copy is on file in the CCMB Governing Documents Library, SharePoint        |
| 3. |  |

**Revision History:**

<b>Date</b>	<b>Version</b>	<b>Status</b>	<b>Author</b>	<b>Summary of Changes</b>
dd/mm/yyyy	#	Initial, Draft Final Minor/Major revision		
01/03/1995	1			
10/01/2011	2	Minor revision		Update position titles
28/11/2015	3	Minor revision	Policy team	
23/03/2018	2	Minor revision	S.Friedenberger I. Anderson	Reformatted into new template; updated position titles

**Approvals Record:**

This Policy requires approval by:

<b>Approval</b>	<b>Date</b>	<b>Name / Title</b>	<b>Signature</b>
		Not required.	

**FINAL APPROVAL:**

<b>Date</b>	<b>Name / Title</b>	<b>Signature</b>
Mar 23, 2018	Dr. Sri Navaratnam President and CEO, CCMB	Original signed by Dr. S. Navaratnam