

Frequently Asked Questions – CUPE Local 386 Employees

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Introduction

The second Temporary Letter of Understanding (LOU) titled *Covid-19 - Layoff and Recall Procedures for Regular Employees* is a framework meant to outline the process as well as to provide employees who may be temporarily impacted with wage protection. This complements the Temporary, LOU titled *COVID-19 Interim Measures - Hours of Work, Remuneration and Job Classifications*.

In line with the City’s guiding principles for managing through this pandemic, the City remains committed to redeploying employees, when requested, to meaningful work, wherever reasonably possible. The LOU and the associated FAQs provide a transparent, respectful and empathic process for us during this difficult time.

General

I am worried about my job. When will I find out if my position has been identified for a lack of work?

We appreciate the uncertainty is stressful and while we are unable to commit to what specific positions are impacted at this time we will communicate any changes when known. This is an ever-evolving situation and so your patience is appreciated. If you have any questions, please speak with your Manager.

What are the principles the City is applying in its decision making?

As an organization, we:

- 1) continue to keep the health and safety of our community and employees our top priority;
- 2) are following the orders and recommendations of the Provincial Health Officer and leading authorities related to COVID-19;
- 3) will provide our employees, wherever possible, with meaningful and necessary work to support critical business functions;

- 4) are supporting valued relationships with managers, coworkers, employees and our Union partners through open, transparent and empathetic communication; and
- 5) will reassess and re-evaluate operational and human resources capacities and plans to align with our internal and external environment as necessary.

What is the process for the City determining what positions are identified for a lack of work versus those that are not?

The City has gone through an in-depth process to identify those functions the City can reasonably and safely perform given the closure of our civic facilities.

What will the process look like?

Any employee whose position has been identified for a lack of work from their normal duties will have a meeting in early May with their manager. That meeting will be followed up by a request from HR asking employees to identify if they wish to be considered for a voluntary layoff or for redeployment.

Any employee who requests a redeployment will be contacted and asked to share the working conditions they are ready and able to perform as well as to identify their skills and area of interest. Our first priority will be to work with those who request a voluntary layoff. Employees who select the redeployment option will not receive a temporary layoff notice until all options for redeployment have been exhausted. The City and the Union felt it was important to work with employees and provide options based on your personal circumstances.

Temporary Voluntary Layoff

If I request a temporary voluntary layoff, do I get to return to my job?

Yes. Upon resumption of operations, temporarily laid off employees will be recalled to their base positions.

If I request a voluntary layoff, does my manager still have to approve?

Yes. Voluntary layoffs are subject to operational requirements.

I am feeling anxious about being at work due to childcare and also having family members that are immunocompromised. Can I choose to be temporarily laid off?

This will depend if your position has been identified for a lack of work. If yes, then you will be provided an opportunity to be temporarily voluntarily laid off, at the discretion of management. If no, then you will not be offered an opportunity to be laid off at this time. If you wish to seek a leave as a result of family obligations, please speak with your manager.

If I elect a temporary voluntary layoff and choose not to be redeployed to other work but then change my mind, will the City look for meaningful work for me?

Yes.

Meaningful Work Opportunities

I have been told that I hold a position that has been identified as having a lack of work and therefore, I have been asked if I want to be redeployed to other work. Will I have a choice as to what position I am offered?

We will do what we can to accommodate requests and our priority will be to match skills with necessary and meaningful work.

If I take a redeployed position but then change my mind, can I choose to be temporarily laid off at that point?

Yes. If you feel the redeployed position is not what you envisioned, you may certainly elect to be temporarily laid off and the appropriate Notice of Layoff will be issued.

I currently work a standard work week. The redeployed position requires I work outside of those hours. Can I negotiate the schedule so as not to disrupt my family obligations?

We appreciate the challenges this pandemic has put upon our employees and their families. We will do our best to address individual challenges when it comes to redeployed work however the work being performed may require adjustments towards a non-standard work week. Please speak with your manager if you want to seek redeployment but have these personal challenges so we may keep that in mind during our redeployment efforts. Please note that any requests for changes if operationally feasible, will be made for hardship reasons only.

How to Identify Yourself for Consideration for Redeployment

I understand I can express my interest in being redeployed for meaningful work, where do I go?

If your position has been identified for a lack of work, information will be sent to you from Human Resources asking if you wish to be considered for redeployment. The City will be using an online program to coordinate and match employees with meaningful work.

How will I find out if I have been matched up with an opportunity to take on meaningful work?

Based on the information you submit, Human Resources will work with Managers to match employees who wish to be redeployed to meaningful work with available opportunities based on stated qualifications and responses to our redeployment questions.

Bumping, Recall and Wage Protection

If I choose voluntary layoff or am not able to be matched for a redeployment opportunity, what will happen?

You will receive four weeks of pay at 100% of your base rate of pay from the date of your layoff letter and benefits continuation in accordance with the LOU. This may mean that you will be required to work at your regular job or other positions for that period of time. Your manager will discuss this with you in more detail.

I was in an acting position prior to receiving my Temporary Notice of Layoff. Will my wage protection be based on my acting pay or my base position?

Anyone receiving Temporary Notice of Layoff will be returned to their base position prior to receiving Temporary Notice of Layoff. The Wage Protection Period will be based on an employee's base position.

The Letter of Understanding indicates that I won't have access to bumping unless my position is permanently deleted. Is that likely to happen?

This would only be in a very unique circumstances if a position were permanently deleted and is seen as unlikely given the intent is to return all employees temporarily laid off to their home positions.

I have not received a Temporary Notice of Layoff. Is it the City's intent that I continue working? Could that change where my position may be identified for a lack work?

We commit to keeping employees informed should the service needs of our community change and we need to adjust how we support those needs.

Will I be able to bump into another position if I have been temporarily laid off?

No. Bumping rights are not applicable for temporary layoffs.

When the City resumes operations, can I return to my position?

Yes. It is the intent for any regular employees temporarily laid off to return to their base position once the City resumes normal operations.

What is the process for recalling employees to back to work?

The City will be recalling individuals in seniority order, based on classification and within a Department/Division as we resume operations. We anticipate that not all services will resume at once so this will take some coordination and a staged approach.

Miscellaneous

Will the City be removing the Earned Day Off Program for employees during the period of Wage Protection?

No. The City has no plans at present to remove the EDO program.

The letter of understanding says that no new sick leave claims will be accepted after the date of signing (April 23). What if I'm ill. Am I not allowed to claim sick leave?

Any sick leave claims during the Wage Protection Period will still be paid however it will not restart the Wage Protection Period. Any claims that extend beyond the Wage Protection Period will be considered on a case-by-case basis supported by appropriate and complete medical information that would necessitate a claim of sick leave beyond the Wage Protection Period.

Will the City continue to employ temporary or auxiliary employees when temporarily laying off regular employees?

It is our intent that for any employee who is receiving Temporary Notice of Layoff, no other temporary or auxiliary within the same classification will continue to be working. A number of the

City's auxiliary employees have already been laid off due to shortage of work. Exceptions will be made for specialized roles critical in providing services to our community.

If I am temporarily laid off, how can I stay informed about what is happening?

The City is committed to ensuring employees stay informed. We have a COVID-19 page on our external website. Managers have also ensured they are available for questions and updates as well as Human Resources. We will do our best to be as coordinated in our responses as possible however maintaining contact with your manager regarding your individual circumstance is the best source of information at present.