

Policy and Procedure Manual

SECTION: Human Resources	GUIDELINE # HR-025
Date Approved: April 1, 2020	Redeployment of Staff During COVID-19 Infection
Revision Date:	Review Date:
Authority: Human Resources	

PURPOSE

The global COVID-19 pandemic is an unprecedented event calling on government to respond with enhanced support to many vulnerable residents very quickly. This document guides the redeployment of Town of Hanover (Town) staff to areas of greatest need and will remain in effect until further notice.

Redeployment of non-essential Town employees is one of the core elements of our response to COVID-19. As COVID-19 progresses, our communities and the essential services we provide to support them will be strained.

During the COVID-19 infection, cooperation from all non-essential employees to fulfill duties outside of their regular responsibilities will be required. In circumstances where a need for additional staff has been identified, the following framework to meet identified redeployment needs will apply.

SCOPE

This guideline applies to:

- Town of Hanover employees
- Hanover Public Library employees

GENERAL GUIDELINES

1. Redeployment of Staff

In order to deal with the effects of COVID-19 infection, there may be a requirement for some or all non-essential services to be cancelled or postponed.

Employees in positions that are curtailed or temporarily suspended (non-essential services) will be deemed available to be redeployed to assist in other essential service areas that are experiencing staffing shortages.

Employees most at risk of suffering negative consequences related to exposure of COVID-19 in the workplace (e.g. age 70 years or over, have a serious medical condition or are immune suppressed, pregnant) may be assigned to non-direct contact areas. Those providing care to a child or at-risk person will be assessed for their ability to provide assistance to response efforts on a case-by-case basis.

The Department Heads and Supervisors/Managers, with assistance from Human Resources, will speak with employees whose non-essential services are curtailed, about the redeployment process and their personal circumstances in order to build a redeployment list. The redeployment list will be maintained by HR, and where additional staff are required to perform essential services, the list will be consulted.

If you are requested to redeploy to another work area, you will be provided with as much notice as possible and required training to safely undertake the newly assigned responsibilities.

2. Payroll

Employees available for redeployment will continue to be paid their regular rate of pay.

If staff are redeployed, their hours for these activities should be tracked in Dayforce using the code "COVID-19 Redeployed".

3. Expenses

Employees redeployed to a location other than their regular work location are eligible to be reimbursed mileage at the CRA per kilometer rate. The allowable mileage reimbursement will be calculated as the distance from their home to the new location less the mileage from the employee's home to their regular work location. Expense reports must be approved by Supervisors and forwarded to Payroll for processing in accordance with regular payroll deadlines.

4. Alterations to Work Provisions

Notice requirements normally associated with alterations to the usual practice of scheduling shift changes, changes to hours of work and/or changes to work locations will be suspended for the duration of COVID-19 as redeployment needs will require assessment on a daily basis. If necessary, employees may be required to work different hours or in a different location.

5. Work Redeployment Refusal

Employees deemed eligible for redeployment who refuse to work or to be redeployed will be temporarily laid off until the situation is over, and their normal duties resume. Employees who refuse to work or to be redeployed will not be eligible for Supplemental Unemployment Benefit payments for the period of their layoff.

6. Monitoring and Review

This guideline may be subject to regular revision as circumstances concerning COVID-19 change.