

<b>POLICY TITLE</b>	Redeployment of Staff during a Declared Emergency
<b>CATEGORY</b>	Administration
<b>POLICY NUMBER</b>	A09 HRM 019
<b>DEPARTMENT</b>	Corporate Services
<b>POLICY AUTHOR</b>	Human Resources
<b>POLICY TYPE</b>	Administrative Policy
<b>APPROVED BY</b>	City Manager/CLT
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<b>REVIEW DATE</b>	As required

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## **POLICY STATEMENT**

During a declared emergency, there is an expectation on governments to respond with enhanced support to residents and businesses quickly and effectively. This policy outlines the redeployment of City of Cambridge staff to areas of greatest need within the municipality and/or the Region of Waterloo.

## **PURPOSE**

During a declared emergency, City of Cambridge staff may be required to be redeployed to respond to municipal and regional essential and critical services for the public. Emergency orders made pursuant to a federal, provincial, regional or municipal declaration of emergency and any related legislation and regulations will supersede the provisions of this staff redeployment policy.

## **DEFINITIONS**

NA

## **AUTHORITY**

Human Resources and federal, provincial, regional, or municipal declaration of emergency.

## **SCOPE**

This policy applies to all City of Cambridge employees.

## **POLICY**

### **1.0 Redeployment of Staff**

It may be necessary to redeploy staff outside of their normal work group or work location. Shift changes, if necessary, will occur with as much notice as is reasonable in the circumstances. While reasonable efforts will be made to re-deploy staff within their bargaining unit, it may be necessary to cross the established jurisdictional boundaries of our union locals and/or crossing from or to the non-union management group. There may also be a requirement for staff to be redeployed to other municipalities with the Region of Waterloo.

The foregoing will be accomplished without compromising the need to meet any statutory minimum qualifications (e.g. Ministry of Transportation driving license requirements) for the work to be performed. Pursuant to the Occupational Health and Safety Act, the supervisor and employer are to ensure that re-deployed employees will receive the necessary training and instruction to be able to safely perform the assigned duties of the role.

Every effort will be made to minimize the effect on our labour groups. The Union will be advised by email of any redeployment of members of their local. Union dues will continue to be deducted and remitted to the employee's primary affiliation, further, the redeployed staff member will be subject to the working conditions of the collective agreement of their primary affiliation.

#### **1.1 Redeployment order**

The following order is to be observed when redeploying staff to support critical services:

1. Within own division
2. Within own department
3. To another department with full consideration of skill, knowledge and abilities, having regard for safety requirements, training requirements and license or permit requirements. For specific job information, refer to job descriptions, job analysis questionnaires, and or the Qualifications Program. For assistance related to health and safety inquiries, contact Wellness, Health and Safety. For assistance related to training completion records, contact Organizational Development.
4. To another municipality within the Region of Waterloo, with full consideration of skill, knowledge and abilities, having regard for safety requirements, training requirements and license or permit requirements. For specific job information, refer to job descriptions, job analysis questionnaires, and or the Qualifications

Program. For assistance related to health and safety inquiries, contact Wellness, Health and Safety. For assistance related to training completion records, contact Organizational Development.

## 1.2 Redeployment considerations

The following considerations are to be observed when redeploying staff:

1. Medical restrictions/limitations and any workplace accommodations which may be required for redeployment. For assistance contact Wellness, Health and Safety for support.
2. Collective agreement provisions regarding hours of work, overtime payments, rates of pay commensurate with higher grade pay and other requirements. All collective agreements are posted on the [intranet](#) under **Employee Groups**.
3. For unionized staff, the goal is to initially redeploy within the same bargaining unit wherever possible, before considering redeployment to other areas to perform critical services.
4. Staff may be required to redeploy across union jurisdictions to perform critical work under extraordinary circumstances having regard for skill and ability and health and safety considerations.
5. Notwithstanding the above, staff may be required to redeploy to other municipalities within the Region of Waterloo, to perform critical work under extraordinary circumstances having regard for skill and ability and health and safety considerations.

## 1.3 Redeployment process

All requests for redeployment initiated by management will be approved by the appropriate Deputy City Manager prior to being requested to and implemented by the Human Resources division.

All management requests for redeployed staff shall be made by submitting a completed **Request for Redeployed Staff** form. Requests that have been approved by the appropriate Deputy City Manager will be reviewed by Director of Human Resources or designate, in consultation with the supervisor making the request, having regard for skills, abilities, health and safety and labour relations considerations and necessary union notifications.

In addition, the Skills Inventory and Workforce Status (availability) information will be reviewed prior to redeployment decisions being confirmed.

The employee's supervisor will provide general information about the alternate duties and advise the employee who their supervisor will be during the period of redeployment.

The supervisor in the area to which the employee is redeployed will provide orientation, work and safety instructions, supervision and appropriate Personal Protective Equipment (PPE) provisions for the completion of the alternate duties.

## 2.0 Payroll

Employees available for redeployment will continue to be paid.

When an employee is temporarily transferred or assigned for a period of one (1) day or greater of actual work performance in a higher rated job, the employee shall be paid the higher rate and, where applicable, placed at the step that will see an increase, for the time period required to complete the assignment unless the Collective Agreement provides a greater benefit.

When an employee is temporarily transferred or assigned to a lower rated job the employee's normal rate of pay will remain unaltered for the period required to complete the assignment.

### **\*Note:**

Depending upon the availability of Payroll and Human Resources staff, there may be delay in processing the adjustments during a declared emergency.

## 3.0 Expenses

Employees redeployed to a different municipality within the Region of Waterloo are eligible to be reimbursed mileage at the prevailing mileage rate as per their Collective Agreement and/or policy. 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. The employee is to claim this expense through cityONE – My Expenses and Reimbursements and allocate the expense to the internal order of 90000337.

## 4.0 Alterations to Work Location / Grade

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 the declared emergency 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.

## 5.0 Work / Redeployment Refusal

An employee deemed eligible for redeployment that refuses to work or to be redeployed will be temporarily placed on a Declared Emergency Leave or Temporary Layoff until the situation is over and their normal duties resume.

## 6.0 Monitoring and Review

This policy may be subject to regular revision as circumstances concerning the declared emergency change.

### **POLICY COMMUNICATION**

This policy will be made available on the [City of Cambridge intranet](#).

### **RELATED PROCEDURES**

There are no related procedures.

### **RELATED DOCUMENTS/LEGISLATION**

Cambridge Pandemic Plan

Ontario Occupational Health and Safety Act

Federal, provincial, and/or municipal declaration of emergency and any related legislation and regulations