

Corporate Redeployment Process

The City's corporate redeployment process addresses emergent resourcing needs and provides opportunities for employees who have been provided temporary layoff notice and wish to volunteer for a redeployment assignment.

If matched for a redeployment assignment, employees will be provided with all necessary training and orientation to a safety protocol that follows all AHS guidelines. In accordance with the [agreement](#) reached with our union partners, employees who enter into redeployment assignments will continue to be paid for their normal assigned daily and biweekly hours of work (though shift schedules, start and end times may vary) throughout the assignment(s) at their current rate of pay. This means that you may have the opportunity to return to work in a redeployed capacity and resume earning 100% of your salary and full benefits. Employees who are redeployed will transition to temporary layoff after May 10 if there are no further redeployment work is available.

Redeployment appointments will be made in consideration of each employee's relevant qualifications, skills, abilities and the physical ability to do the work required for the temporary assignment. It is important to note that there have been very few opportunities for redeployment and once a short term redeployment period ends, employees will then transition to temporary layoff.

Below, we answer some commonly asked questions. Should you have additional questions, please reach out to our Corporate Redeployment Office at covid19redeployment@edmonton.ca

EXPRESSING INTEREST IN REDEPLOYMENT

What is redeployment?

Redeployment is when an employee is temporarily reassigned to work that involves different tasks or is in a different area than their home position. It can be best described as doing work that you normally might not do or working in a new location with new people.

The City has set up a Corporate Redeployment Office in order to meet the emergent needs of the organization during the COVID-19 pandemic.

Is everyone who was laid off eligible for redeployment?

Yes. While all temporarily laid off employees are eligible for redeployment, they need to contact the Corporate Redeployment Office to indicate their interest, and be matched for an assignment. The Corporate Redeployment Office reviews each request to ensure they have the skills required for current and anticipated opportunities. While current assignments require a general skill set, future assignments may require employees to meet specific skill sets (eg., possess the valid driver's license).

Please keep in mind that redeployment opportunities are limited—there are not enough redeployment assignments for every employee who has been issued a temporary layoff notice.

How do I get added to the redeployment list?

If you have been provided notice of temporary layoff you may volunteer for redeployment assignments. You can express your interest and volunteer by completing this [Google form](#).

Will everyone who requests it be considered for redeployment assignments?

Relevant qualifications, skills and abilities and the physical ability to do the work required for the current temporary assignment will be factors in whether you will be considered. It is also important to note that there have been very few opportunities for redeployment and once a short term redeployment period ends, you will be transitioned to temporary layoff if no further assignments are available.

Does seniority factor in?

Consideration for redeployment assignments will be made from the lists of employees who have been temporarily laid off in the same way the City can currently appoint employees to short term positions without necessarily considering seniority. This [agreement](#) was reached with the City's unions in recognition of the emergent, unanticipated, often changing and unprecedented circumstance the COVID-19 pandemic has created.

How will I be contacted about a redeployment assignment?

After you've submitted the form requesting voluntary redeployment, you will receive updates from the Redeployment Office through your City of Edmonton email. We recommend checking your email account daily.

Once you submit a volunteer form, a member of our Redeployment Office will contact you by phone if a redeployment opportunity is available. If they are unable to reach you after three attempts, you will no longer be considered for current assignments and will be moved to temporary layoff status.

Is redeployment allowed in our collective agreements?

Yes, the City is utilizing an existing short term staffing provision in a recently negotiated letter of understanding between the City and all of its unions. Copies of the agreed-upon letters of understanding can be found [here](#).

REDEPLOYMENT PROCESS

From those who volunteered, how do you choose who gets redeployed?

The primary considerations for selection are: any specific knowledge, qualifications and/or skills that are difficult or impractical to acquire. Additional consideration will be given to full time employees, followed by provisional employees, then temporary employees.

Once I express interest in being redeployed am I still temporarily laid off?

You will continue to work and receive full compensation during the layoff notice period. It will be during this period that, once you indicate your willingness to be redeployed, the City will attempt to match you to one of the limited opportunities. If a match is not possible, you will proceed to temporary layoff.

It is important to note that there are very few opportunities for redeployment and once a short term redeployment period ends, you will either be matched to another redeployment assignment or transition to temporary layoff.

After volunteering, how long will it be before I'm redeployed?

You should be prepared to be redeployed as early as 24 hours after being contacted by a member of our Redeployment Office. Our office will attempt to match you to opportunities during the layoff notice period outlined in your letters of notice of temporary layoff. It is important to note that there have been very few opportunities for redeployment and once a short term redeployment period ends, employees will then transition to temporary layoff.

Can I refuse redeployment?

As communicated in your letters of notice of temporary layoff, if the Corporate Redeployment Office is unable to fill the redeployment needs voluntarily, the City will start assigning available work assignments to selected laid off employees during this period of temporary layoff. Selections will be made based on assessing who is available, skill sets, and the nature of the work that is required. If at that time you refuse to return to work without a City-approved reason, you will be removed from consideration. Your 'top up' and benefit coverage will also be discontinued at the beginning of the first pay period, following such refusal.

Can I delay a request for redeployment if I am self-isolating or awaiting a test result for COVID-19?

If you are self-isolating for symptoms and/or awaiting a COVID-19 test or results, you will be asked to confirm your potential start date for future redeployment on completion of self-isolation/negative COVID-19 results.

BEING REDEPLOYED

Will I receive training?

As part of the redeployment process, training requirements for the job tasks and work environment will be identified and you will receive training, orientation and the necessary personal protective equipment for your new position. A site safety orientation will occur at the beginning of the first shift worked in a new location (unless you have received the orientation previously).

Will I maintain my current classification and pay while redeployed?

Yes, In accordance with the [agreement](#) reached with our union partners, if you enter into a redeployment assignment you will continue to be paid your normal assigned daily and biweekly hours of work (though shift schedules, start and end times may vary) throughout the assignment(s) at your current rate of pay. This means that you may have the opportunity to return to work in a redeployed capacity and resume earning 100 per cent of your salary and full benefits. If you are redeployed, you will transition to temporary layoff either at the completion of your redeployment assignment or on May 10.

Am I still eligible for sick time and EDOs while redeployed? What about time off on STAT holidays?

As per the City's agreement with the Civic Unions the hours of work of a redeployed employee shall not change and no employee shall be advantaged or disadvantaged. This means employees will still receive their Earned Days Off. The provisions of the main collective agreements related to sick time and statutory holidays also remain in effect.

I applied for federal income support (CERB) while laid off. If I get a redeployment assignment for several weeks, what do I do with my CERB? Once my assignment is over do I need to reapply again and would I be subject to another waiting period?

The City understands that moving from CERB or EI to a redeployment assignment and back to CERB or EI would be difficult and disruptive. We are reaching out with these work opportunities as this is an opportunity for you to defer or avoid layoff. If you will be working in a redeployment assignment

and are currently receiving CERB, you will need to advise Canada Revenue Agency on your monthly report. Should this work assignment end and another is not available, you will need to advise Canada Revenue Agency who will provide you with instructions regarding your CERB. For more information please review Service Canada's [website](#). Be sure to have your Social Insurance Number and your access code on hand when you call.