



Parkland College Pandemic Planning – Human Resources Frequently Asked Questions (FAQs)

Revised March 13, 2020

The Human Resources FAQ's will assist in decision making regarding allocating human resources, recruitment and retention, compensation and leaves of absences during a pandemic state.

Responsibilities

Executive and Management have a responsibility to:

- Provide and promote a safe and healthy work environment;
- Assign duties and responsibilities to meet operational and service needs;
- Utilize guidance and options within HR policies and practices; and
- Consult with Human Resources where required to address workforce-related issues.

Employees have a responsibility to:

- Ensure they are fit and healthy for work;
- Be aware of and follow safe/healthy work practices; and
- Perform the work duties assigned.

Privacy

Guiding Principle: Employees may be requested to provide a minimal amount of personal information, in the least privacy-intrusive way.

Question	Level 1	Level 2	Level 3
Can you ask for an employees' personal phone number and personal email address in order to keep in touch with them if they are off sick or caring for family members?	You may ask employees to advise you how they would prefer to be contacted, but you should obtain the employees' consent first.		
When an employee calls in sick, can I ask them if they have the flu?	The College should monitor the number of employees who are away from work due to illness. You can ask if the employee has flu-like symptoms, but we cannot request a diagnosis (eg: do you have the flu).		
Can I ask if an employee or their family members have been vaccinated?	No.		
How do we inform other employees that a coworker is unavailable for work without revealing the diagnosis by inference?	An employee may volunteer diagnosis information however, they do not need to share this information. A manager should notify other staff that the employee is unavailable or not coming in to work.		

Compensation

Guiding Principle: Employees will be fairly compensated for demands made of them. Policy decisions regarding paid time off in the event of a pandemic situation will support ongoing responsible use of sick leave, family leave and pressing necessity leave as per the Collective Agreement.

*** Changes to normal provision require prior approval from Human Resources.*

Question	Level 1	Level 2	Level 3
<p>If a campus location is closed, how will employees be compensated?</p>			<p>The employee may be required to work from another college location; therefore, regular pay would apply.</p> <p>Employee's performing duties of positions deemed as critical, may be required to work from home in which regular wages would apply with no charge to sick leave accruals.</p> <p>Employee's not required / unable to work from home may have the option to draw on accrual balances (sick, vacation, TOIL) or may be eligible for unpaid leave under the Saskatchewan Employment Act. <i>*Currently under review.</i></p>
<p>If an employee is already off on sick leave and a campus closes, are there any changes to compensation.</p>			<p>No. Staff who are already accessing sick leave accruals, due to illness will continue to do so during the closure of college sites. Staff who do not have available sick leave accruals to cover their period of recuperation will be granted access to future sick leave credits, as per article 15.4 of the Collective Agreement.</p>

			If an employee recovers and is able to return to work, however their campus location is still closed, the employee should notify their Out-of-Scope Manager for appropriate direction.
Question	Level 1	Level 2	Level 3
If an employee is deployed to another campus location, how will he/she be compensated?	Regular salary would apply. Travel time to the work location will be included in the regular hours of work.		
If an employee is reassigned to another campus location and incurs additional traveling expenses, will the employee be reimbursed for these additional expenses?	Travel expenses will be reimbursed as per the provisions of the Collective Agreement.		
How will employees be compensated during a pandemic when they work more than their regular hours of work?	No change to usual practice expected.	<p>Unless instructed otherwise, the normal workweek and hours of work will remain unchanged.</p> <p>Approval is required from Out-of-Scope Manager if an employee is requested to work in excess of their regular hours/day, on a statutory holiday or on their regular days of rest. Compensation will be as outlined in the Collective Agreement.</p>	
If an employee's regular, dependent care provider is unable to provide care because they are ill with the pandemic flu virus and the employee is scheduled to work (regular hours), will the employee be	No. This situation is no different than other situations whereby the employee's childcare provider is unable to provide care for personal reasons, e.g., vacation plans, appointments, etc. The employee may use a day of pressing necessity to make alternate care arrangements. If the employee is not able to make alternate care arrangements, the employee may request to use vacation leave or other earned paid time (e.g. banked time, banked EDOs, etc.).		

reimbursed for dependent care expenses?	
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Employee Family Assistance Program (EFAP)

Guiding Principle: To support employees seeking assistance with personal difficulties.

Question	Level 1	Level 2	Level 3
Will employees be able to access EFAP services?	EFAP services will be available to employees and subject to provider availability. Contact HR with any questions/concerns with accessing EFAP services.		
What should I do if I have experienced discrimination or harassment in relation to a pandemic flu virus?	<p>The College is committed to creating and maintaining an environment, in which members of the College community can live, work and learn in a collegial climate of mutual respect, free of harassment and discrimination. Article 22 of the collective agreement and college policy apply.</p> <p>Any student concerns of this nature should be reported to Learner Services.</p>		

Leave Of Absence

Guiding Principle: To provide leave benefits as operationally feasible to allow employees to meet their personal needs.

Question	Level 1	Level 2	Level 3
What happens to staff who refuse to come to work?	<p>Employees who are well are expected to be at work.</p> <p>Employees have the right to refuse work where they have reasonable grounds and believe they are being asked to perform work that is usually dangerous. Any work refusals will be investigated by the employer and, if applicable, take action to eliminate danger in accordance with OH & S legislation.</p>		
What happens if an employee has not accrued a sick leave balance or has exhausted all their paid sick leave and is absent due to personal illness?	<p>Employees can request access to future sick leave credits as per article 15.4 in the collective agreement.</p> <p>Employees who have exhausted earned sick leave credits may request to use vacation leave or other earned paid time (e.g. TOIL, banked EDOs).</p>		

	Employees who have no accruals available may be eligible for unpaid sick leave under the Saskatchewan Employment Act or may apply for Employment Insurance Sick leave benefits.		
Do employees need to bring a doctor’s certificate if they are ill?	Depending on the situation, employees may be required to provide a doctor’s certificate. The college retains the right to request a certificate, when they see fit.		
Will employees be allowed to take vacation leave as planned?	No change from regular scheduling of vacation in the work unit.		Employees may be asked to reschedule their vacation plans if there is a need in the workplace to meet essential operational/service needs. Article 13.2.7 of the Collective Agreement applies.
Question	Level 1	Level 2	Level 3
What are the expectations of an employee to report for work if they have been asked to work from a different campus, which severely impacts upon their ability to get to work (e.g. the employee no longer has transportation)?			If the change cannot easily be managed by the employee, the college may consider alternate arrangements such as, the use of a CVA or reimbursement for travel and/or accommodations. CEO approval is required.
If an employee is home for illness reasons, how long do they have to stay home?	Employees should stay home until they are symptom free, well enough to work, and do not present danger of infection to others. Public Health guidelines will apply here.		
If an employee is required to stay home to take care of a family member (immediate and/or extended) infected with the pandemic flu virus, can the employee use sick leave credits?	Employees may use pressing necessity credits. Employees who have exhausted their pressing necessity may access vacation leave or other earned paid time (e.g. TOIL, banked EDOs).		
What if an employee has been exposed to the	It is encouraged that employees exposed to the pandemic flu virus call HealthLine 811 or Public Health.		

pandemic flu virus, but is symptom free?	The College has no authority- nor is it currently recommended by health authorities- to mandate quarantine or self-isolation.
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Occupational Health & Safety

Guiding Principle: To provide and promote a safe and healthy work environment.

Question	Level 1	Level 2	Level 3
Can an employee leave work during regular work hours to receive vaccinations?	Employees can leave work for a medical appointment as per the Collective Agreement.		
What restrictions can / should be considered regarding social gathering (e.g. staff meetings)?	To minimize the risk, the college will consider which social gathering functions may be postponed and will notify staff accordingly.		
Is the College obligated to provide safety material (e.g. wipes, hand sanitizer, gloves, etc.) to employees in the workplace?	The college is expected to provide to employees that which is necessary and reasonable to safely carry out their duties. The Manager, Health and Safety in conjunction with the Executive determine the necessary safety material for each college location.		
What is the onus on employees to comply with increased safety and protection measures when there is no apparent outbreak?	Employees are expected to follow the direction provided by the organization.		
What if an employee becomes sick at work and does not want to go home because of possible exposure to other family members?	<p>Employees experiencing symptoms of the pandemic flu virus are strongly encouraged to stay home.</p> <p>The College is not responsible to accommodate sick employees who choose not to go home. The employee will need to make alternative living arrangements if s/he so chooses.</p>		