

To: All Employees

From: Maura McKinnon, Chief Human Resource Officer

Date: March 17, 2020

Re: **Bulletin #4g - COVID-19 - Redeployment of Horizon Health Network Staff**

Horizon Health Network has developed a plan to ensure staffing levels are maintained throughout the organization in response to the progression of COVID-19. Due to the COVID-19 (coronavirus) outbreak, we have had to make many necessary adjustments to services that will directly impact staff.

Conversations have occurred between Horizon, Treasury Board, and your unions to ensure the process addresses the principle concerns of each stakeholder.

Effective immediately, staff who are not required to maintain the services within their home department will be redeployed within their local area to help address the most urgent needs.

What does this mean?

If the operations within your department have been scaled back/closed or will be closing, your name will be provided by your manager for assessment and matching to a suitable temporary position.

Will I be redeployed within my classification?

No, not necessarily. The goal will be to first redeploy an employee within the same classification, if not possible and/or available, the employee will be placed where needed.

Will my pay be negatively affected?

No, you will continue to be paid your hourly wage for your permanent position/classification according to your FTE (Full Time Equivalent). This is applicable even if you have been redeployed to a lower paid classification.

Is this process optional?

We understand that many of you may be concerned about being redeployed to a new department and/or classification. However, should the social measures being implemented to reduce the spread of COVID-19 not be successful, Horizon could be in a very difficult place with respect to staffing. To ensure the continued safe and quality provision of care, redeployment is not optional.

We appreciate your commitment and dedication in these uncertain times, by working together we will ensure success and above all the safety of our population.

