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UNGAVA TULATTAVIK HEALTH CENTER
CENTRE DE SANTÉ TULATTAVIK DE L'UNGAVA

April 3rd, 2020

To: All Managers

From: Direction of Human Resources

Subject: Application of Ministerial Order 2020-007 at UTHC

Dear managers,

This is to clarify the **gradual implementation** of the provisions of Ministerial Order 2020-007, approved by the Minister of Health and Social Services on March 21, 2020. We remind you that it is the employer's responsibility to put in place the measures, to have the necessary personnel to maintain the continuity of essential services to the population. Considering the first confirmed cases in Nunavik, we believe it is important to start the workforce planning process quickly. In order to support you in the application of various measures provided for in this memo, we ask you to contact **Linda Phelan: linda.phelan@ssss.gouv.qc.ca**

1. CONDITIONS APPLICABLE NOW

Hiring of temporary contractual employees

The human resources department has a contract template allowing the hiring of temporary staff. Those hired will go through a lean hiring process and their files shall be automatically closed following the termination of the health emergency. If you need short-term staff, please let us know so that we can recruit and prepare the employment contract.

Additional availability of part-time employee

Managers must contact part-time employees who may be required to work now or in the coming weeks. Unless we are provided with proof that a part-time employee works in another establishment or have some other valid reason that he/she cannot work full-time, all part-time employees have the obligation to be available full time and they may be called back to work at any time, for the duration of the health emergency.

Assessment of temporary assignment possibilities (salary insurance plan)

The human resources department will appoint a designated doctor to assess the temporary assignment possibilities for certain employees who are on salary insurance. To this effect, we ask for your cooperation by submitting relevant information to us, which could allow us to select cases to submit to the designated physician, and by providing us lists of tasks that could be performed by employees in salary insurance. These tasks to be performed at the workplace or at distance.

2. CONDITIONS SUBJECT TO THE APPROVAL OF THE DEPUTY MINISTER – DGPRM

Cancellation of authorized leave

After analysis and depending on the needs of the employer, it is possible to suspend or cancel any leave previously authorized. Thus, we invite you to call immediately the employees benefiting from long-term leave (without pay, partial without pay, without pay for studies, deferred salary, etc.) in order to validate their interest in canceling or postponing the period of leave that has been previously authorized. We are currently considering that people on leave may be interested in ending their leave given the context of a pandemic that has affected their original plans. Please contact human resources if you wish to have a list of employees currently on leave.

In the event that the situation requires it, we may impose the cancellation of said leaves. If this is the case, it will be important to have a clear picture of the situation in order to obtain the approval of the Assistant Deputy Minister at the Ministry level.

Staff movement between institutions

In the event that the situation requires it, personnel of other establishments; it will be important to provide us with a valid argumentation so that we can transmit this information to the MHSS. The MHSS will later transmit their directives concerning staff transfers between establishments.

Working hours

In the event that the situation requires, the employer may establish work schedules comprising 12 hours regular day shifts. If you plan to implement such a measure, we request that you inform the human resources department as soon as possible, so that we can support you in the preparation of your work schedules and that we can notify union representatives of upcoming changes.

Union leave

The MHSS suggests maintaining certain union liberations, in particular to allow them to respond to problematic situations concerning employees, to discuss the measures to be implemented and to support various communications within the establishment. If, however, union leaves must be canceled, we request that you provide us with a status update so that we can pass on the information to the Assistant Deputy Minister.

We thank you for your involvement in the management of this exceptional situation.

Direction of Human Resources