

Watson Lake Hospital Transfer
Staffing Protocol
2009/2010

This Staffing Protocol will guide the process of alternate job offers for Watson Lake Hospital Employees.

Background

In April 2008, the Premier and the Minister of Health & Social Services commissioned a health care review to examine the sustainability of the Yukon's health care system over the next decade. The Final Report recommended that:

"The government should examine if the transfer of Watson Lake Cottage Hospital to the control of Yukon Hospital Corporation will improve the alignment of responsibility for acute care service delivery in the Yukon and in so doing also improve the effectiveness and efficiency of these services."

On January 15, 2009 the Yukon government and the Yukon Hospital Corporation signed a statement of intent to work on the transfer of the Watson Lake Hospital from the government to the corporation.

On February 27, 2009, the government and the corporation signed a Management Agreement that is in effect from March 1, 2009 to March 31, 2010. It outlines how the Department of Health and Social Services and the Yukon Hospital Corporation will participate in managing the Watson Lake Hospital in anticipation of the transfer. During that time the staff at the hospital remain employees of the Department of Health and Social Services and hospital assets remain with the Yukon government.

The target date for transfer is April 1, 2010.

Employee rights

Watson Lake Hospital employees must be given at least three months notice of their job options. Employees will have a choice of going to the hospital corporation or accepting an alternate job with the Yukon government. Employees will receive details of the two job offers by November 1, 2009. They will then have until February 1, 2010 to accept a job offer for the job they intend to assume after April 1, 2010.

Alternate job offers within the Yukon government will be made to all regular indeterminate (full-time and part-time) and auxiliary-on-call

employees at the hospital. Alternate job offers will not be made to term employees whose term with the Yukon government ends on or before March 31, 2010. Term employees may, however, receive job offers from the hospital corporation to work at the Watson Lake Hospital after the transfer date.

When the job options are provided to employees, they will be able to choose between:

- employment at the Watson Lake Hospital after the transfer, with the Yukon Hospital Corporation as their employer; *or*
- an alternate job with the Yukon government.

Yukon Hospital Corporation involvement

The Yukon Hospital Corporation will be consulted on staffing activity concerning senior staff at the Watson Lake Hospital.

Government department responsibilities

The Department of Health and Social Services has the initial and primary responsibility to provide alternative employment opportunities for its employees; however, since the Yukon government is a single employer, all departments must participate in making opportunities available.

Alternate job offer

Definition:

An alternate job offer must be made to each auxiliary and regular employee employed at the Watson Lake Hospital. The offer is not a competition where employees must demonstrate merit. In the context of the transfer process, employees are entitled to an alternate job offer irrespective of performance.

Criteria:

An alternate offer is one to:

- an identical or similar job;
- the same category of employment (a regular indeterminate employee is not offered auxiliary work, nor vice versa);
- the same level (not a promotion nor demotion – in rare circumstances a higher or lower level may be necessary);
- a job that the person can reasonably be expected to perform.

Preferences:

The preferences for job offers are in this order:

1. identical job in Watson Lake;
2. similar job in Watson Lake;
3. identical job outside of Watson Lake;
4. similar job outside of Watson Lake;
5. a job that the person can reasonably be expected to perform after being trained in the position.*

* *If there is no alternate job offer available to meet preferences 1-4, then preference 5 may be used. Preference 5 is to provide alternate employment that would allow an employee to remain with the government. It is not an opportunity for career growth. The criteria continue to apply.*

Auxiliary on call employees

- Employees with multiple auxiliary on call (AOC) positions will be given an alternate job offer matched to their primary AOC position, based on the salary and time spent on the job over the past year (e.g. An employee who works 120 hours as an AOC receptionist with 10 hours as an AOC custodian will be offered alternate AOC employment based on the reception position.).
- The nature of auxiliary employment is such that the hours worked are variable and not guaranteed. The alternate offer will be to a position where there is a good faith expectation of *at least as many hours* available as those worked over the past year.

Part time regular employees

- Part time regular employees will be offered part time employment with hours as close as possible to those currently worked.

Process

Step #1 - Job analysis

- The Public Service Commission, Corporate Human Resource Services Branch, Classification Unit will designate potentially similar jobs for each Watson Lake Hospital job.
- The Manager of Staffing, Public Service Commission and human resource representative from Health & Social Services will jointly assess each hospital position to determine how difficult it will be to find alternate offers.

Step #2 - Staffing

- Watson Lake Hospital vacancies may be filled on a temporary basis between now and transfer.
- Identical jobs in Health and Social Service will be examined and analyzed before they are filled.

Step #3 - Official list

- The Manager of Staffing, Public Service Commission and human resource representatives from Health & Social Services will jointly maintain the official list of alternate offers for Watson Lake Hospital staff.
- A vacancy which is identified as a possible job offer may be filled on a temporary basis between now and transfer.
- The official list is subject to change over time (e.g. A “similar job” will be released if an “identical job” becomes available; or a “similar job” in a department will be replaced with a “similar job” in Health and Social Services.).

Step #4 – Staffing Protocol

- The list of jobs and similar jobs will be sent to human resource directors who may have alternate positions.
- Human resource directors will advise the Manager of Staffing, Public Service Commission of any relevant jobs that are currently filled as terms or that may become available for use as an alternate job.
- Human resource directors will advise the Manager of Staffing, Public Service Commission of relevant jobs as they arise.
- The Manager of Staffing, Public Service Commission, will review each job before it is posted to determine if it could be an alternate job offer.

original signed

Patricia N. Daws
Public Service Commissioner
Yukon Public Service Commission

Date: _____

original signed

Stuart Whitley
Deputy Minister
Yukon Health & Social Services

Date: _____

