

## RECALLING TEAM BACK TO WORK

### Before You Start to Ask them Back:

1. **Review your Employment agreements, Internal policies and Provincial Recall Guidelines**
  - a. Recall before the end of the statutory period.
    - i. *Provincial layoff rules may have altered while operating under a state of emergency*
  - b. Review Employment agreements, Policies or Legislative Requirements on Recall practices
2. **Check your Occupational Health and Safety (OHSA) Practices**
  - a. Employers have the duty to protect their teams and provide them a safe working environment. Ensure measures have been taken to keep team safe in the workplace
  - b. Determine what training may need to occur to meet these requirements (ie: PPE,
3. **Determine the WHO, WHEN, WHAT and HOW**
  - a. **WHO** – which team are being recalled
  - b. **WHEN** – what date will the team member(s) return to work
  - c. **WHAT** – what will their duties be; what will their hours and schedules look like
  - d. **HOW** – how will team return? all at once, staggered, under a work share program
4. **Ensure you have current and up to date contact information to reach your team**
5. **Seek legal counsel**
  - a. When making fundamental changes to employment conditions and/or
  - b. The absence of clearly written employment contracts
  - c. Will not be able to recall team within your provincial legislative timelines

### Recalling Your Team Member:

1. **Have a one on one discussion with team member**
  - a. Present what changes have occurred to align with OHSA guidelines for a safe workplace
  - b. Discuss plan for their return (hours, role etc)
  - c. Discuss Date of their return
  - d. If significant changes to their employment conditions need to occur discuss the duration in which these changes will remain in effect prior to further review or reverting back to PRE-CRISIS conditions. – gain acceptance of your team member
  - e. Share with them what training they may need to undergo to meet employment requirements



## **2. Provide a documented recall notice including**

- a. Employee Name
- b. Date of Letter
- c. Date of Return to Work
- d. List training needing to be completed – and how if known
- e. Personalized details of their return – and date of reassessment
- f. Signature of Agreement

## **3. Inform your team to notify the Federal government that they have been recalled back to work.**

### **Navigating Team unavailable to return:**

1. Speak with the employee to learn what their barrier of returning to work truly is. (ie: fear of unsafe workplace; day care limitation; travel limitation etc)
2. Speak to their limitations to find mutual solutions (ie: accommodate to schedule limits, demonstrate safe work practices etc)
3. Provide documentation of any further accommodations agree upon
4. If a resolve cannot be found, consult legal or an Human Resource Professional