

## MEMORANDUM

CL-C 52-2020

**Subject: Councillor Information Requests re: Layoffs – June 25, 2020**

**Date: July 23, 2020**

**To: Regional Council**

**From: Franco Meffe, Director, Human Resources**

---

This memo is in response to the Councillor Information Requests regarding layoffs that were raised during the Budget Review Committee of the Whole meeting held on June 25, 2020.

Councillor Information Requests are in **bold** below with the corresponding responses:

### 1. How many staff has the Region laid off?

There are currently 10 staff on layoff; none of these staff are on layoff as a result of COVID-19.

As has been previously reported to Council, the Region has focused its workforce planning efforts to support essential and key service delivery. Specifically, the Region identified staffing volumes required to maintain essential services with the dual purpose of; (a) identifying individual staff required to maintain required service levels and, (b) identifying individual staff not required for maintenance of essential services for the purpose of redeployment. As reported on June 25, 360 staff have been redeployed, as at July 10 that figure is 348. *Note: these figures exclude those staff who support the Public Health and Region EOCs.*

Additionally, there have been a number of other factors that have contributed to the Region's workforce planning, which is summarized as follows **[emphasis added]**:

- **538** employees are currently on some form of leave of absence:
  - **467 (87%)** of these staff are in Community Services or Public Health/EMS
  - This represents approximately **14%** of all Region employees
  - **236 (44%)** of these leaves of absence **began after March 13, 2020**
  - **145** staff are on an unpaid ESA protected leave (excluding maternity/parental/adoption leaves N=125)
    - **135 (93%)** of ESA leaves **began after March 13, 2020**, and;
    - **109** of the **135** staff are from Seniors Services (**81%**)
  - **10** staff are on layoff; all layoffs **began before March 13, 2020**
  - **104** staff are on medical leave (excluding LTD and WSIB) – **45** leaves **began after March 13, 2020**

- **6** staff are on unpaid personal leave – **4** leaves **began after March 13, 2020**.

Notwithstanding that most staff delivering services are deemed essential, taking into consideration staff redeployment, and the other impacts noted above, the Region did not pursue layoffs of staff due to the complexities of the layoff and bumping language within collective agreements. Alternatively, in certain circumstance the Region either approved or placed affected staff on *ESA* leave rather than layoff where it was reasonable to do so. This allows for significant mutual benefit in that it avoided the cumbersome layoff and bumping process for the employer, of equal benefit from a staff perspective, it allowed for a job protected leave under the *ESA* and at the same time allowed employees to maintain certain benefits and apply for either provincial or federal wage subsidy assistance.

**2. How does the Region compare to other regional municipalities when it comes to layoffs?**

The Region was able to gather relative information from six (6) other Regional or Single-Tier municipalities; York Region, Halton Region, Durham Region, Peel Region, City of Hamilton, and Waterloo Region. Our municipal counterparts were requested to provide figures concerning layoffs, and also asked for specific layoff details concerning the areas of operations affected, and in addition to comment on leaves of absence and redeployment efforts in order to provide a more fulsome view of respective staffing impacts.

The following is a summary of the responses, with the individual municipality identifier redacted as consent to disclose was not provided:

<b>Municipality</b>	<b>Layoffs</b>	<b>Leaves of Absence</b>	<b>Redeployment</b>
A	15 layoffs.  Temporary Full-time employees temporarily laid off, and 64 casual employees were not offered shifts due to shortages of work.  Layoffs in areas across Community & Health Services, Corporate Services,	Some staff did elect to utilize <i>ESA</i> Declared Emergency Leave.	Close to 900 staff have been redeployed predominantly to Community & Health Services and Public Health.

	Environmental Services, Finance, Legal & Court Services, Transportation Services, and the Office of the CAO.		
B	<p>36 layoffs.</p> <p>All layoffs in Transit: - 41 Operators, with 5 of those staff moving into vacant Service Person positions.</p>	<p>We have had staff opt to take an <i>ESA</i> Declared Emergency Leave or Personal Leave during this time.</p>	<p>461* staff in Health, Long-Term Care, Communications, Emergency Management, and Works</p> <p>*this number represents largely all nursing and associated staff within Health – we phased out programs and uploaded all staff into Infectious Diseases so this high number actually represents redeployment within the same department.</p>
C	<p>30 layoffs.</p> <p>Staff temporarily laid off since March 2020 and will be switched to be on an <i>ESA</i> Infectious Disease Leave.</p> <p>Layoffs in the following areas:</p>	<p>62 staff since March 2020 have used an <i>ESA</i> Leave.</p> <p>Approximately 190 Long-Term Care staff have been placed on an unpaid leave when they elected to work in another healthcare setting.</p>	<p>776 staff have been redeployed mostly in Public Health and Long-Term Care; everyone in Public Health has been redeployed to support pandemic response.</p>

	<ul style="list-style-type: none"> <li>- 18 Digital &amp; Information Services</li> <li>- 2 Human Services</li> <li>- 5 Public Works</li> <li>- 5 Corporate Services</li> </ul>		
D	<p>154 staff elected to take a layoff (this municipality provided staff the option to accept layoff or take an unpaid <i>ESA</i> Declared Emergency Leave).</p> <p>Approximately 126 of these layoffs are Transit employees who were not given the option of <i>ESA</i> leave.</p> <p>It was noted that a total of 410 staff were affected, in addition to the above there were staff contracts that were ended early, including student hires.</p> <p>Areas impacted were Community Services, Corporate Services, Human Resources &amp; Citizen Services, Planning Development &amp;</p>	<p>Approximately 202 staff elected to take and <i>ESA</i> Declared Emergency Leave.</p> <p>As noted, <i>ESA</i> Declared Emergency Leave and layoff were the leave options given to staff.</p> <p>Some employees before the layoffs were already off of work on childcare leaves (<i>ESA</i> Infectious Disease Leave), or off of work for being immunocompromised reasons/unsafe to work; however the majority of those staff were laid off and opted for the <i>ESA</i> Declared Emergency Leave option.</p>	<p>86 staff were redeployed primarily to our pop-up Community Shelters, Public Health and Emergency Services, and Long-Term Care Home.</p>

	Legislative Services, Regional Chairs Office, Transportation & Environmental Services, and Public Health & Emergency Services.		
E	<p>No layoffs.</p> <p>Approximately 1,338 Part-time and Casual employees stopped being scheduled and no longer guaranteed minimum hours; this took effective May 5, 2020.</p> <p>The areas affected were primarily in Healthy &amp; Safe Communities, and Public Works Departments.</p>	<p>In lieu of layoffs, staff were placed on <i>ESA</i> Declared Emergency Leave.</p> <p>It was noted that there were a number of vacant positions that have not been filled, including the number of student hires has been significantly reduced compared to prior year.</p>	<p>Approximately 267 Full-time staff have been redeployed – primarily within our Public Works Department.</p> <p>This figure was as at June 10, 2020, it was noted that this number is higher now; however, data was not provided.</p>
F	<p>No layoffs.</p> <p>There were no staff laid off as a result of COVID-19.</p> <p>It was noted that 18 staff have taken an unpaid leave of absence due to shortage of work.</p>	<p>20 staff since March 2020 have used an <i>ESA</i> Leave.</p> <p>156 staff have taken an unpaid personal leave of absence; this is all Long-Term Care staff who elected to work for another employer per the EMCPA order – this accounts for approximately 75% of the total staff on leave.</p>	<p>293 staff redeployed, mostly in Long-Term Care but also some in Public Health and Paramedics Services.</p> <p>It was noted that many of these were redeployments were within departments, (i.e. Adult Day Program staff or Children's Services</p>

---

			staff supporting Long-Term Care).
--	--	--	--------------------------------------

Respectfully submitted and signed by



---

Franco Meffe  
Director, Human Resources