

## **Staff Screening - Recording of time and Parking for Redeployed staff**

*Distributed on behalf of Shelley Hopkins, Chief Financial Officer and Gary Williment, Chief Human Resources Officer*

**WRHA Regional Direction to be implemented at sites/facilities**

### **Staff Screening – Recording of Time**

For all those Sites/Facilities that implemented new staff Screening practices on April 2, 2020 it is recognized that staff may have experienced longer than anticipated waits as they reported to work on that day. In recognition of this and until screening processes for staff are improved, for those staff that may be late for their shift due to screening, please inform your Managers to code time as follows:

- Staff that are late for their shift due to the time taken for staff screening to get into the building, please code and pay those staff for their entire shift.
- Staff that are required to stay longer awaiting staff to get to work as a result of staff screening, will be coded and paid overtime for the time they stayed beyond their regular shift.

### **Parking for staff redeployed from other facilities**

We would request that for any staff that are being redeployed from another facility to work within your facility, please provide them with free parking passes. I understand, this may already be happening, but just wanting to ensure we are being consistent across the region.

Please ensure that this is shared with all Site Leadership and managers within your site/facility.

Thanks

Shelley Hopkins, CPA, CMA  
Chief Financial Officer  
Winnipeg Regional Health Authority  
650 Main Street  
Winnipeg, MB  
Phone: 204-926-8017  
E-mail: [shopkins@wrha.mb.ca](mailto:shopkins@wrha.mb.ca)