

New Permanent Posting Agreement under the Single Site Order

Last updated December 22, 2021

The original provincial implementation agreement for the **Single Site Order** required that all postings in long-term care, assisted living, private hospitals, standalone extended care and provincial mental health facilities be temporary, including where an employee had resigned or a new position has been created. HEABC and unions have now reached an agreement that took effect on October 8, 2020, involving changes to the posting process to **resume permanent postings** for all roles **except allied health**.

This process applies to all of the above listed facilities under the Single Site Order. The two facilities under Single Site Orders at PHSA are the **Forensic Psychiatric Hospital** and the **Red Fish Healing Centre for Mental Health and Addiction** (formerly Burnaby Centre for Mental Health and Addiction).

The changes arising from the agreement are as follows:

- Posting permanent positions for all vacancies will resume except for allied health positions that are not covered by an existing single site exemption that has been approved by licensing.
- Permanent vacancies that are filled temporarily may be converted to regular as they become vacant.
- Permanent positions will be posted via the standard PHSA posting process and advertised concurrently on the Work BC website. Talent Acquisition will manage this process, and external applicants will continue to be considered after qualified internal staff.
- When submitting a posting, managers can consider posting the position with consideration given to combined FTE applicants who held multiple jobs at the time of the Single Site Order.
 - Managers can decide whether a combined FTE employee will be considered and can determine the maximum FTE added to each posting (1.1, 1.2, or 1.3).
 - Managers are under no obligation to do this if it is not operationally feasible.
 - If a manager does proceed to consider combined FTE applicants, if the combined FTE applicant has an FTE greater than what is posted and their application is successful, their combined FTE is reduced to the FTE specified within the posting.
 - The incumbent's new combined FTE will be maintained for the duration of the Single Site Order or until they leave the position.
- Successful applicants to permanent positions must be allowed to commence their new role no later than 28 days after the posted start date unless they are limited from doing so by order of a medical health officer (e.g. due to a COVID outbreak). This includes staff transferring into, within and out of PHSA.
- Employees who held multiple positions when the Single Site Order was issued and who subsequently apply to a permanent position at another site may elect to retain their PHSA position for the duration of the Single Site Order. Employees can either voluntarily resign or go on a COVID unpaid leave.
- For nurses who bid into temporary appointments that would have otherwise been permanent following the implementation of the order, the requirement to fulfill the temporary appointment pursuant to Article 17.02 is waived to allow them the opportunity to secure a permanent position.

Questions and Answers

Single Site Order

Whom do the orders apply to?

The orders apply to all health care workers except those specifically exempted from the order or where an application for an exemption was submitted to and accepted by Fraser Health Authority's medical health officer.

The orders do not apply to acute care hospitals or community health programs.

The orders set out the process for ensuring that health care workers who work at more than one facility covered by the order are limited to working at just one of those sites.

If I have been single-sited to either the Forensic Psychiatric Hospital or the Red Fish Healing Centre for Mental Health and Addiction, can I work anywhere else?

The Single Site Order prevents staff from working at multiple sites who are under the order. For example, you cannot work at both the Forensic Psychiatric Hospital and Red Fish Healing Centre, each of which is under the order. Additionally, if you work at either the Forensic Psychiatric Hospital or Red Fish Healing Centre, you cannot work at another facility specified under the order. However, you can work at one of these sites in addition to another PHSA site or an acute-care hospital, or with another employer in community health (such as home support) or social services. You can also work outside the health care sector.

I previously worked at another long-term care, assisted living or provincial mental health facility. How will my schedule be determined?

To support staff to maintain their pre-restriction incomes and enable facilities to have sufficient staffing hours, the labour adjustment process requires staff to work a combined FTE where that staff member meets all of these requirements:

1. Is regular status at the Forensic Psychiatric Hospital or the Red Fish Healing Centre for Mental Health and Addiction
2. Held other casual or regular positions elsewhere in long-term care, assisted living or provincial mental health
3. Was assigned to work **only** at **either** the Forensic Psychiatric Hospital or the Red Fish Healing Centre for Mental Health and Addiction

In these cases, staff will be scheduled for combined hours across all positions at other facilities under the order up to a maximum of 1.3 FTE.

For example, if you held a regular full-time position with another facility under the order and picked up casual hours equivalent to a .50 FTE at another worksite, you would be scheduled to 1.3 FTE at PHSA. Casual status employees are not eligible for the combined FTE.

As we transition into single site, an initial scheduling process will take effect and last until the end of August. This scheduling process is intended to support the filling of vacancies left due to staff being assigned to non-PHSA sites. During this first phase of scheduling, you will maintain your current schedule and have your hours supplemented up to your combined FTE. Scheduling will identify available shifts in the current schedule by job classification.

Shifts will be offered to employees in the following order:

1. By seniority, to regular employees with a combined FTE (i.e. those employees who previously worked at multiple work sites) to select shifts up to their total combined FTE at straight time.
2. By seniority, to regular part-time and casual employees to select any remaining shifts at straight time.

Any remaining unfilled shifts will be offered in accordance with the applicable collective agreement.

How will access to overtime be determined?

As per the labour adjustment process, if you previously worked at multiple sites, and are now required to work at only one site, you will be scheduled to work your total combined hours up to 1.3 FTE at straight time.

If your total combined FTE is less than 1.0 FTE, you will be paid overtime as you usually are under the collective agreement. If your total combined FTE is more than 1.0 FTE, you will be paid overtime for all hours worked beyond your regular combined FTE.

For example, OT will be paid in accordance with the collective agreement as follows:

1. If your regular combined FTE is 1.0 or less, OT will apply to any and all hours worked over 1.0 FTE.
2. If your regular combined FTE is 1.1, OT will apply to all hours worked over 1.1 FTE.
3. If your regular combined FTE is 1.2, OT will apply to all hours worked over 1.2 FTE.
4. If your regular combined FTE is 1.3, OT will apply to all hours worked over 1.3 FTE.

Daily and weekly overtime under the applicable collective agreement will apply for all hours worked beyond the scheduled hours of the new regular position.

Will my seniority from other sites be recognized?

As part of the labour adjustment terms, for both regular and casual employees under Community, Facilities (FBA) and Health Science Professional Bargaining Association (HSPBA) collective agreements, seniority from facilities from which you are temporarily restricted from working will be ported and added to your seniority at your assigned site. The maximum amount employees can port cannot exceed the equivalent for a regular full-time employee at the allocated site. Once the orders are rescinded, your "ported" seniority will no longer be in place at your assigned site.

How will positions at the Forensic Psychiatric Hospital and the Red Fish Healing Centre for Mental Health and Addiction be posted?

The original order specified that all regular full-time and part-time positions would be posted as temporary and reposted as permanent when the orders were rescinded. Subsequent to this, an agreement was negotiated with three bargaining associations (FBA, NBA and Community) that enabled positions to be posted permanently. This agreement took effect October 8, 2020. As HSPBA has opted out of this agreement, allied health positions will continue to be posted temporarily.

Can I accept and move to another position at another single-site location?

You are entitled to apply for positions at other long-term care, assisted living and provincial mental health sites. If you are successful in a posting at another site, you must be allowed to begin working in your new role no later than 28 days after the posted start date unless you are limited from doing so by order by a medical health officer (e.g. due to a COVID outbreak). In addition, if there is an outbreak at the site you are leaving, a period of unpaid mandatory self-isolation would be required. If you are a multi-site employee but you were restricted from working at other sites under the order, you will be given the option of voluntary resignation or taking a COVID leave from



PHSA, which will protect your position for the duration of the Single Site Order and enable continuation of your benefits.

Permanent Posting Agreement

Will all temporary postings now be reposted as permanent?

No. Managers can choose to repost only vacant temporary positions that have not been filled as permanent in accordance with the appropriate collective agreement. Temporary positions that have been posted and filled may only be filled permanently as they become vacant.

Why are postings put on the Work BC job board?

A single job board for applicants to the sector was an important objective of the unions in negotiating this agreement. It applies to all employers covered by the Single Site Order. The purpose of the job board is to ensure staff can view postings at sites from which they were placed on leave during the implementation of the Single Site Order. Although PHSA has an external careers website, other employers did not, and this requirement applies to all impacted employers. All applicants on the Work BC job board will be redirected to the PHSA careers site to apply for postings.

Does the Work BC job board change how applicants are selected?

No. Internal applicants will continue to apply via the PHSA careers site and receive priority over external candidates.

Why are allied health roles excluded from this agreement?

The Health Sciences Professionals Bargaining Association opted out from this agreement, and so all allied health positions, whether represented by the HSA or other unions, including the BCGEU, may not be posted permanently unless they are covered by a Single Site Order exemption that has been approved by licensing.

Can a nurse in a temporary position apply for a permanent position?

Yes. While there are normally limitations on nurses in temporary roles from applying for positions pursuant to Article 17.02, this is being waived in long-term care, assisted living, and provincial mental health facilities under the Single Site Order. This exception applies only to nurses who are in temporary positions that would otherwise have been posted as permanent and have been secured since the Single Site Order was implemented.

Do I maintain my combined FTE if I apply for a position that considers combined FTE employees?

If you post into a vacancy for which combined FTE employees are being considered (which is at the discretion of the manager), your FTE will permanently change to the FTE specified within the posting (either 1.10, 1.20 or 1.30) unless your combined FTE is the same as the posting.

Can I apply for positions posted at worksites other than the one that where I am currently single-sited?

Yes. If you have been restricted from working at another worksite, you can apply as an internal applicant for positions at these worksite(s).

If I accept a position at another worksite under the order, do I have to resign?

If you were deemed a multi-site employee at the time the Single Site Order was put in place, you have the option of voluntary resignation or taking an unpaid COVID leave from PHSA.

What is a COVID leave?

A COVID leave ensures that you have benefits continuance from the departing site.

What will happen at the end of the Single Site Order?

A labour adjustment process will be negotiated between the parties to minimize disruption when the Single Site Order is rescinded. More information on this is expected over the coming months.

Whom do I talk to if I have more questions?

Please contact your manager or HR coordinator:

Navi Gill, HR coordinator: ngill7@phsa.ca