

Isle of Man Government

COVID-19 Workforce Mobilisation & Redeployment Guidelines

Introduction

1. Government Departments, Boards and Offices have been required to identify any activities they undertake, which are essential for the smooth running of essential public services during the pandemic. Where such activities are identified IOMG is developing plans to enable people to be redeployed to ensure the continued safe operation of these services.
2. Wherever possible work will continue as usual but some people will be needed to assist with maintaining essential services and be required to change their place or type of work.
3. This guidance sets out a process for central co-ordination of redeployment, by Learning, Education and Development (LEaD) in the Office of Human Resources. However, this does not prevent Departments, Boards and Offices liaising directly about the redeployment of staff from one area of Government to another to support essential services.
4. There will be no cross Departmental charging for redeployment. All redeployees should continue to be paid by their substantive Department. This should include any additional hours claims and all pay will be based on the employee's current grade and terms and conditions.

Management Responsibilities – General

5. Departments, Boards and Offices should provide lists of the following
 - a) employees who are already or potentially displaced because of the closure of services,
 - b) employees who have skills that are required urgently elsewhere and are available to move, and
 - c) services requiring additional staff;to LEaD@gov.im in the Office of Human Resources, on the notification form attached at **Appendix 1**
6. Managers must continually assess where shortfalls in staffing essential services may occur as a result of absences or increased demand. Employees not in frontline roles may wish to make themselves available for different duties, subject to it meeting the needs of the service, the skills of the individual and the duties that require covering.
7. Managers should look at skills matching amongst their teams to try to identify and address potential shortfalls in essential services. Anyone already providing an essential service who volunteers to undertake an alternative role where their skills would alleviate particular shortfalls, should be considered for this.

8. Redeployment matching will be undertaken quickly and we hope that our workforce will be willing to accommodate this. If an individual has significant concerns regarding a request for them to redeploy, e.g. they do not have **any** of the required experience, knowledge or skills so therefore their redeployment would be detrimental to service or safety, they should raise it with their (existing) line manager for consideration.
9. The following must be put in place prior to the redeployed person starting work in the host Department:-
 - A process for ensuring the redeployed person is given key information on the work to be undertaken and the workplace arrangements.
 - An assessment of the health and safety implications has been made and significant findings communicated to the redeployed person, including emergency arrangements.
 - Where the redeployed person can get assistance, advice and support.
10. Employees may be required to work additional hours including shift work and flexibility from everyone is important. It is important however that care is taken that a person is not asked to work excessive hours as this can lead to tiredness which may then result in them making mistakes which could impact on the delivery of the service or the health and safety of themselves or others.

Management Responsibilities – Special Categories

11. Departments, Boards and Offices should aim to release when required, employees who are special constables and retained firefighters.
12. Departments, Boards and Offices should aim to release employees who have para-medical training and may be working elsewhere in Government or who have para-medical training for application in the third sector (eg St John's Ambulance).
13. Consideration should be given to outsourcing some work or engaging the services of agency or retired staff where it is not feasible to redeploy staff or where there is a shortage of the required skills/experience.

Terms and Conditions

14. Redeployed employees should continue to work under their substantive terms and conditions of service, including pay. For clarity, during their secondment their terms and conditions regarding pay will continue to be the same as for their substantive role, including overtime payments where required.
15. Where redeployment is to a position at a higher grade, or at the same grade and involves shift working etc, arrangements will be made at the end of the redeployment period for an appropriate ex-gratia payment to recognise the additional responsibility.

16. The Payroll section may also be affected by absence. It is therefore possible that they will be unable to make these additional payments, such as overtime, during the pandemic. Employees will need to keep timekeeping records of usual duties and any time spent on other duties and these should be signed off weekly by their designated line manager.
17. Notice requirements normally associated with alterations to the usual practice of scheduling shift changes, changes to hours of work and /or changes to work locations will be suspended for the duration of the pandemic as redeployment needs will require assessment on a daily basis.
18. There may be occasions where redeployed individuals are required to undertake work in another location and incur additional mileage expenses. These should be claimed in the usual way.
19. Line managers should discuss with employees how they will get to the new place of work and any alternative travel arrangements should be agreed prior to the redeployment if possible.
20. In the very unlikely event of any individual refusing to work or be redeployed, this may need to be handled in accordance with the relevant Disciplinary Procedures.

OHR Responsibilities

21. OHR will maintain a central database of the lists of additional skills/experience, services requiring additional staff, and staff/functions identified as temporarily surplus, which can be accessed by calling LEaD on 685724 or emailing LEaD@gov.im
22. LEaD will liaise and arrange for the job matching between Departments upon receipt of the necessary information.
23. OHR will process all claims for ex-gratia payments, overtime and expenses as efficiently as possible.
24. Where additional staff are employed to provide services (e.g. retired medical and nursing staff) OHR will establish a fast track on-boarding process, and all such staff will be engaged on zero-hours contracts, in order to provide flexibility over working patterns and hours. Claims for payment will be paid monthly in arrears.

Appendix 1

Workforce Redeployment and Notification Form

Please submit this form to: LEaD@gov.im

Tel No: 685724

If possible, please complete the spreadsheets issued with this guidance to assist the central management process.

1. Employees who are already or potentially displaced because of the closure of services.

2. Employees who have skills that are required urgently elsewhere.

3. Services requiring additional staff.

Personal data will be collected and processed in line with the rules set out in the Manx Data Protection Legislation. For further information regarding this please see the Privacy Notice on the OHR [website](#).