

**Isle of Man Government**  
**COVID-19 Workforce Mobilisation & Redeployment Guidelines**

**Frequently Asked Questions**

<b>Q1</b>	<b>What will I be paid if I am redeployed?</b>
<b>A</b>	If the work you are asked to do would attract the same payment or a lower rate of pay than your current job your pay will be unchanged. But where the work you are doing would attract a higher rate of pay then you will receive additional pay, as an ex-gratia payment, as if you had been re-graded to the higher paid job at the end of the redeployment period.
<b>Q2</b>	<b>Will I be paid for working overtime or additional hours if I am redeployed?</b>
<b>A</b>	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.
<b>Q3</b>	<b>Will the Department I am being redeployed to pay my salary?</b>
<b>A</b>	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.
<b>Q4</b>	<b>Where might I be redeployed to?</b>
<b>A</b>	<p>It is important to remember that wherever possible work will continue as usual. It will only be if people are needed to assist with maintaining essential services that are not part of their usual duties that they may be asked to change their place or type of work. Information on where you are being asked to work, what is expected of you and what arrangements have been put in place will be given to you if and when you are asked to carry out different duties.</p> <p>It is important to the Isle of Man as a whole that Government continues the delivery of critical public services. For this reason staff are requested to cooperate.</p>
<b>Q5</b>	<b>Will I have to move to another location if I am redeployed and how will I get there?</b>
<b>A</b>	As it is difficult to know what work staff may be required to assist with so it is difficult to predict where people may be asked to work. As planning progresses the picture of what may be required should become clearer. If you are asked to assist at another place of work you can discuss how

	<p>you can get there with your line manager as part of the discussion on the redeployment.</p> <p>If the location involves alternative travel arrangements to your usual ones these should be agreed at the time you agree to undertake the work or as soon as possible afterwards. Agreed additional expenses will be paid, including additional miles travelled from home to the new place of work and return. This will be calculated using the most direct route and the rate paid will be in line with those made under the Payment of Members Expenses Act 1989.</p> <p>It is important to the Isle of Man as a whole that Government continues the delivery of critical public services. For this reason staff are requested to cooperate</p>
<p><b>Q6</b></p> <p><b>A</b></p>	<p><b>Will I be put at increased risk by my redeployment?</b></p> <p>As part of the work of looking at the tasks involved in delivering critical services consideration is being given to safe working practices to protect those that may be redeployed.</p> <p>It is important to remember that if you are not self-isolating you will likely still come into contact with other individuals. These normal activities will have some risk of you catching the virus.</p> <p>At work the focus will be on trying to reduce the risk of infection. This includes providing staff with information on good hygiene practices and social distancing that can reduce the likelihood of the spread of the infection at work and at home, and where relevant, the provision of Personal Protective Equipment.</p>
<p><b>Q7</b></p> <p><b>A</b></p>	<p><b>Will I be issued with a mask?</b></p> <p>There is increasing evidence that people with no or only very mild symptoms may have COVID-19 and be at risk of spreading it to others. Wearing a face mask in public may help reduce the spread of infection from people who may be carrying the virus, without knowing it, to others. Wearing a mask has not been shown to protect the wearer from infection.</p> <p>In addition, because employers have a duty of care to their employees there will be some occasions where a risk assessment identifies that it is difficult on occasions to follow social distancing guidelines in the workplace. When undertaking essential tasks only, in such circumstances staff may be asked by their manager to wear face masks at times and will be encouraged to do so in these cases.</p> <p>Guidance will be issued to managers on the carrying out of risk assessments for these purposes.</p> <p>Guidance on social distancing can be found here:  <a href="https://covid19.gov.im/social-distancing/">https://covid19.gov.im/social-distancing/</a></p>

	<p>There is further information on the wearing of face masks in the COVID-19 Guidelines on the Wearing of Face Masks for Public Sector Employees which are available on the OHR website here: <a href="https://hr.gov.im/policies-procedures-codes-guidance-and-forms/">https://hr.gov.im/policies-procedures-codes-guidance-and-forms/</a></p>
<b>Q8</b>	<p><b>Will I be required to work longer hours?</b></p>
<b>A</b>	<p>Employees may need to work additional hours and change their normal pattern of work e.g. term time workers being required to work during school holiday periods. Flexibility from everyone will be important and staff are asked for their cooperation.</p> <p>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.</p>
<b>Q9</b>	<p><b>Will volunteers be called for redeployment?</b></p>
<b>A</b>	<p>Having identified the tasks required to carry out critical services it is hoped that people with the right skills will be identified and asked to assist. If this is not possible or it is necessary to look for people with the right skills it may be that managers are asked to identify people or that an open request goes out around Government. As planning progresses the picture of what may be required should become clearer.</p> <p>It is important to the Isle of Man as a whole that Government continues the delivery of critical public services. For this reason staff are requested to cooperate.</p>
<b>Q10</b>	<p><b>How will I know what to do in another job?</b></p>
<b>A</b>	<p>In the event staff are redeployed to other areas of Government they will be given information and/or training to enable them to carry out the work. If you do not feel able to carry out the tasks given to you raise it as soon as possible so that you can be given further instruction or someone else can be found to undertake the tasks.</p> <p>It is important to the Isle of Man as a whole that Government continues the delivery of critical public services. For this reason staff are requested to cooperate.</p>
<b>Q11</b>	<p><b>How long will I have to do another job?</b></p>
<b>A</b>	<p>You will only be required to stay on redeployment until the area you are working in has enough staff returning to work. It is unlikely that all the staff in the area will go off work at the same time and it may be that some return quickly which means that you may only be needed for a short time.</p>

	<p>You should continue to work there until you are told you are no longer needed by the line manager you have been working for in the redeployment. At this point you should return to your usual place of work.</p>
<p><b>Q12</b></p> <p><b>What if my usual duties cease and I am not redeployed?</b></p> <p><b>A</b></p>	<p>It is planned that work will continue as far as possible however in some circumstances this may not be possible. Your line manager should discuss alternatives with you.</p> <p>If your usual duties do cease then consideration must be given to work that can be carried out in your workplace and it may be that another section within your work area may require assistance. Alternatively it may be that there is a project that can be undertaken which could include, for example, review existing procedures, stock taking, cleaning or research. In most workplaces there are things that need to be done and require staff to undertake them.</p> <p>Staff in positions that are curtailed or temporarily suspended will be deemed available to be redeployed to assist higher priority areas.</p> <p>The need for people to be redeployed may change and you may be called upon at a later stage in the emergency.</p>
<p><b>Q13</b></p> <p><b>Can management reduce the amount of notice normally associated with alterations to the usual practice of scheduling shift changes and changes to hours of work?</b></p> <p><b>A</b></p>	<p>Yes, 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.</p>
<p><b>Q14</b></p> <p><b>Will procedures such as disciplinary, capability, grievance and bullying, harassment and victimisation be stopped during a pandemic?</b></p> <p><b>A</b></p>	<p>Standards of conduct in the workplace will continue to apply and managers will continue to deal with any individual incidents of misconduct or performance using the normal workplace procedures as far as is practicable. This will depend on how workplaces and staff may be affected by the virus. It could delay progress of procedures due to staff and/or union representatives' availability. Where staff absence is due to the COVID 19, caring responsibilities or other personal problems due to the pandemic, allowances will be made for this in the handling of individual cases which might arise or where procedures may be ongoing.</p>