

LABOR POOL REDPLOYMENT FAQs

The following FAQs were developed in partnership by the Labor Pool Partnership team.

1. What are the expectations for employees when on paid administrative leave?

- Paid administrative leave commences when a manager informs employee that they are being placed on paid administrative leave, with a start date and start time.
- Manager will connect with employee to share information about paid administrative leave prior to employee going on paid administrative leave.
- Manager will outreach to employee who has already been placed on administrative leave to share information about paid administrative leave.

2. How will the labor pool initially connect with an employee about a temporary assignment?

Whenever possible, the Labor Pool will attempt to match an employee to a temporary assignment considering the employee's skillset, location, and similar shift or workdays:

- a. A scheduler will call an employee to confirm a temporary assignment and provide an overview of job/job duties. A scheduler will make calls between 7 am and 7 pm, 7 days a week.
- b. If the scheduler doesn't connect with an employee, the scheduler will leave a message asking the employee to call back.
- c. The scheduler will hold a temporary assignment for 60 minutes.
- d. If an employee calls back within 60 minutes, the scheduler will confirm temporary assignment.
- e. If employee doesn't call back within 60 minutes, the scheduler will inform the Labor Pool that they were unable to reach the employee and Labor Pool Coordinators will match the temporary assignment to another employee.

3. What is the next step if a scheduler doesn't connect with an employee?

- Labor Pool will inform the employee's manager that they were unable to reach their employee. Manager will call the employee to connect the employee to a temporary assignment.
- If the manager is unable to reach the employee, the employee will be expected to connect with the manager within 24 hours or 1 hour after their next typically scheduled shift. If the employee doesn't connect with manager within this timeframe, they may be removed from paid administrative leave.
- It is the employee's responsibility to follow-up with their manager and Matrix to explore personal leave of absence and other leave options that may be available to them as their next step.

4. If an employee misses a call from a scheduler for a temporary assignment, how might an employee be re-considered for a temporary assignment?

- Manager will follow-up with Labor Pool no later than the next day or the day after the employee's next typically scheduled shift that the manager received Labor Pool notification.
- The manager will inform the Labor Pool that the employee should be re-marked as available for a temporary assignment.

5. What if an employee who declined redeployment now wants to be considered for redeployment?

- Employee will inform manager and manager will inform the Labor Pool that the employee should be re-marked as available for a temporary assignment. Employee will remain on their current leave status until they accept a new assignment.

6. What are an employee's options for temporary assignment? And what are the next steps?
Employee may select:

- Accepts assignment: temporary manager engages employee on next steps.
- Declines assignment for personal reasons: permanent manager engages employee on personal leave of absence workflows.
- Declines assignment for childcare challenges: Labor Pool attempts to find an alternative temporary assignment and if no temporary assignment is available that resolves childcare challenges, then permanent manager will review potential options including sick leave or leave if qualified.
- Declines assignment for a personal health need: permanent manager engages employee and disability management regarding potential options.
- Declines assignment for a dependent health need: permanent manager works with employee to encourage use of existing safety protocols; if this does not resolve concerns, permanent manager engages employee regarding potential options.

7. When will an employee be expected to report to a temporary assignment?

- An employee who receives a temporary assignment that matches the employee's typical days of the week and shift (days, evenings or nights) will report to work for the next scheduled shift (or earlier if available).
- An employee who receives a temporary assignment that differs from the employee's typical days of the week and shift will report for work no later than 48 hours at confirmation of temporary assignment. Employee may connect with their manager if they have extenuating circumstances that require additional time.

8. What COVID-19 resources are available to employees?

- [State of Oregon](#): An overview of scenarios and benefits provided by the State of Oregon Employment Department.
- [State of Washington](#): An overview of scenarios and benefits provided by the State of Washington Employment Security Department.