

# COVID-19 Time Coding Frequently Asked Questions (FAQs)

Major Incident Time Reporting Codes (TRC) are used only during major events as communicated in collaboration with the Emergency Coordination Centre (ECC). These TRCs can be coded for union and non-union employees.

The TRCs are as follows:

- **AFD** - Major Incident LOA Paid
- **AFR** - Major Incident – Redeployment
- **AFV** - Major Incident Backfill, Additional Hours

Also refer to the *Time Reporting Scenarios for COVID-19 Response* guide on [Insite](#).

**This document will be updated as more information becomes available.**

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## Working

### **How should an employee who is not symptomatic and not requiring self-isolation be coded?**

If all precautions were taken and the employee is not required to self-isolate, they should be coded regular worked hours for all worked shifts. *(as of March 15, 2020)*

### **How should an employee who is self-isolated but approved by their manager to work from home be coded?**

An employee who is working from home should be coded regular worked hours for all worked shifts, i.e. A01 Regular Pay. *(as of March 26, 2020)*

## Restricted from Work

### **How should an employee restricted from work for the self-isolation period as instructed by either Health Link, [Workplace Health & Safety](#), or Medical Officers of Health be coded?**

The employee is to be coded **AFD - Major Incident LOA Paid** for the length of the self-isolation period. *(as of March 15, 2020)*

### **An employee is currently on vacation outside Canada, what should they be coded when they return and are required to self-isolate?**

On March 12, 2020, the Government of Alberta advised that travel outside Canada is not recommended at this time. AHS expects staff will adhere to the recommendation to not travel outside of Canada.

Employees who are required to self-isolate and travelled outside of Canada will be coded **AFD - Major Incident LOA Paid** for the self-isolation period for regularly scheduled shifts. Part-time and casual staff who have been pre-scheduled for additional shifts during the self-isolation period will also be provided with paid leave.

Also see the [Symptoms and Travellers Guidance](#). *(as of March 26, 2020)*

### **If a part-time or casual employee has scheduled shifts but is not able to work due to mandatory self-isolation, are they paid, and how are they coded?**

A part-time or casual employee who has been pre-scheduled for additional picked up shifts but is not able to work due to the self-isolation, should be coded AFD – Major Incident LOA Paid. This does not include shift premiums. Refer to the time coding scenario guide for part-time and casual scenarios for AFD and sick time coding eligibility for pre-scheduled shifts. *(as of March 26, 2020)*

**If an employee is self-isolated with no symptoms, then develops symptoms during the isolation period, how are they coded?**

For the time when the employee is asymptomatic, they are coded **AFD - Major Incident LOA Paid**. When the employee develops symptoms, they are coded the applicable sick leave from the time they become symptomatic as per the collective agreement or terms and conditions of employment. Refer to the time coding scenario guide for part-time and casual scenarios for AFD and sick time coding eligibility for pre-scheduled shifts.

*(as of March 26, 2020)*

**If an employee is unable to work and is coded AFD or Sick, are they eligible for shift premiums, differentials, on-call or other premiums?**

The employee is not working and therefore not eligible for premiums, such as evening, night, weekend, charge pay, on-call.

*(as of March 26, 2020)*

**If an employee has been screened at work, is not symptomatic but is required to go home to self-isolate; how are they coded?**

If the employee is not symptomatic and required to self-isolate, they should be coded **AFD - Major Incident LOA Paid**. If they are screened and symptomatic, they are coded the applicable sick coding.

*(as of March 26, 2020)*

## Employee is Symptomatic

**If an employee becomes symptomatic, how should they be coded?**

If full-time or part-time staff become symptomatic, they will be coded using paid sick leave for any regularly scheduled shifts as per their position FTE to the extent of their income continuance bank. Part-time staff will not be paid for any additional picked-up shifts, even if those shifts were pre-scheduled, if they are unable to work the shifts due to becoming symptomatic. Please code applicable sick TRC per union eligibility, i.e. **A15 SICK Time, A0K Sick Time Under 30 Days**.

*(as of March 15, 2020)*

**How should an employee who traveled outside of Canada after travel was no longer advised (the March 12, 2020 communication), and has now returned and is symptomatic be coded?**

If an employee is symptomatic, they will be coded applicable sick TRC per union eligibility, i.e. **A15 SICK Time, A0K Sick Time Under 30 Days**.

*(as of March 26, 2020)*

**How should an employee be coded if there is insufficient sick time?**

If full-time or part-time staff become symptomatic, they will be coded paid sick leave for any regularly scheduled shifts as per their position FTE to the extent of their income continuance bank. If the employee has a Workers' Compensation Board (WCB) claim, coding instructions will be provided. If the staff member exhausts their income continuance bank, they may apply for short-term disability or long-term disability, as applicable.

*(as of March 27, 2020)*

## WCB

### **If an employee became symptomatic as a result of contact with novel coronavirus (COVID-19) during a worked shift, are they be eligible for a Worker's Compensation Board (WCB) claim?**

If it is confirmed that a staff member's illness is directly correlated to the workplace, the WCB claim process will be initiated through [MySafetyNet](#). Further coding instructions will be provided. *(as of March 26, 2020)*

## Backfill and Overtime

### **When is the TRC AFV - Major Incident Backfill, Additional Hours to be used?**

AFV is to be coded for employees either backfilling a sick or self-isolated employee or if the employee is called in to provide additional support for their unit. *(as of March 15, 2020)*

### **Will a separate functional centre be set up for this event to redistribute costs?**

No, all shifts will be coded as they normally are. Shift redistributions may apply for employees working in other units. Please use the [Shift Redistribution form](#). *(as of March 15, 2020)*

### **How should overtime be coded in relation to COVID-19 work?**

All overtime must be preapproved by a manager. Managers must work with their staff to track and accurately report any incurred overtime. If an employee is working overtime, they should be coded the regular overtime codes, as per the applicable collective agreement or terms and conditions of employment. See the *Time Reporting Scenarios for COVID-19 Response* guide on [Insite](#) for more details. *(as of March 26, 2020)*

## Redeployment

### **When is the TRC AFR - Major Incident - Redeployment to be used?**

AFR is to be coded for employees:

- Who are redeployed from another unit or site to support planning, response and/or recovery efforts due to a major event.
- Who are working shifts in the Emergency Coordination Centre (ECC).

A shift redistribution form may be needed.

This TRC is not used when an employee is backfilling another employee (refer to the AFV coding). *(as of March 15, 2020)*

### **If an employee is redeployed to work in another department, how is the time coded?**

The employee is coded AFR (as above) and their time should be redistributed to the department the shift is worked in. Complete the [Shift Redistribution form](#) and follow the applicable instructions. *(as of March 26, 2020)*

Please note, further information about redeployments is under review and will be provided once confirmed. *(as of March 26, 2020)*

## **NUEE and Management Employees**

### **How are Non-Union Exempt Employees (NUEE) and Management employees coded?**

Management and NUEEs are coded the applicable regular coding which may be A01, AFV, AFR, etc. Hours worked in excess of regular hours will be coded per the COVID-19 response. See the *Time Reporting Scenarios for COVID-19 Response* guide on [Insite](#) for details. *(as of March 15, 2020)*

### **Are Non-Union Exempt Employees (NUEE) eligible for shift premiums and differentials for shifts?**

If an employee works a regular shift within the timelines outlined in the NUEE terms and conditions, and the position is within the T, P and C streams, the employee is eligible for their regular premiums and differentials. If the employee is in the M stream or above, they are not eligible for premiums or differentials.

If working overtime, the employee is not eligible for premiums or differentials. *(as of March 26, 2020)*

## **Child Care**

### **How should an employee unable to work due to child care issues or dependent care be coded?**

Missed time should be coded in accordance with the applicable collective agreement or terms and conditions of employment (e.g. special leave, personal leave, vacation, utilizing banks if applicable etc.) prior to considering an unpaid leave. [Message from CEO March 16, 2020](#) *(as of March 26, 2020)*

## **Vacation Management**

### **The government is advising that travel plans should be cancelled. Do employees still have to take their upcoming vacation time, or can it be carried over or rescheduled?**

Staff are required to speak to their manager directly for approval to delay or reschedule vacation time. Depending on individual circumstances, and taking into consideration the extenuating circumstances and operational impact of the request, managers may consider allowing a staff member to reschedule their vacation to another time during the vacation year. *(as of March 26, 2020)*

## Financial Tracking

### What are incremental costs and how are they tracked?

Incremental costs are costs that were not budgeted for. For the novel coronavirus (COVID-19) response, these costs are tracked on the Financial Tracking Spreadsheet available on [Insite](#). Costs to be tracked include:

- Shift premiums, differentials associated with coding AFV - Major Incident Backfill, Additional Hours (not including the AFV coding).
- Overtime hours associated with this event provided hours were not regularly scheduled. Shift premiums and differentials coded in conjunction with the OT coding are also to be tracked. OT includes A31, A32, A34, A75, B31, etc.
- Management and Non-Union Exempt Employee (NUEE) hours worked in excess of regular hours.
- Travel costs associated with the event and other approved expenses.

*(as of March 15, 2020)*

### How frequently should the Financial Tracking sheet be sent?

The cutoff is the last day of the month, and the tracker should be sent to [AHS.MajorEvent.FinancialReporting@ahs.ca](mailto:AHS.MajorEvent.FinancialReporting@ahs.ca) within five days of the cutoff. Please ensure that the template has executive and BAS representative sign off. The tracker can be found on the [Manager Resources](#) page on Insite.

For example, the March cutoff is March 31, 2020; and the deadline for submitting the March tracker is April 5, 2020.

*(as of March 26, 2020)*

### Who should managers contact for questions regarding the Financial Tracking Spreadsheet?

For questions regarding eligibility of certain costs, or regarding the template and process, please contact the Finance Representative identified by the AHS ECC or their BAS representative.

*(as of March 15, 2020)*

## Other Information

### Will an employee still earn sick, vacation and pension if coded using the major incident TRCs?

Yes, these codes still earn accruals for full-time and part-time employees with these benefits.

*(as of March 26, 2020)*

### Where can I find the contact information for Workplace Health and Safety (WHS)?

Contact information can be found on [Insite](#) under the Workplace Health & Safety section. The Workplace Health and Safety Business Partnerships teams are listed by zone.

*(as of March 26, 2020)*

## Where can I find information about the AHS response plan for novel coronavirus (COVID-19)?

Staff updates, resources and contacts can be found on [Insite](#). Other provincial updates are available through these links: [ahs.ca/covid](https://ahs.ca/covid) and [alberta.ca/covid19](https://alberta.ca/covid19). *(as of March 26, 2020)*

### Additional Support and Resources

#### HR Contact Centre

- **Phone:** 1-877-511-4455
- [HR Contact Centre Portal](#)
- **e-People:** Main Menu > HR Contact Centre

#### Additional information for employees, managers, timekeepers and time approvers:

[Insite](#) > [Teams](#) > [Human Resources](#) > [e-People](#)