



Temporary Accommodation Fund FAQ

1. What is it and what's new?

The City is committed to creating an inclusive environment and accommodating employees into our workplace. We want to build a culture where we collectively and actively support employees experiencing illness and disability. We are implementing changes that will ensure an integrated, cost effective and sustainable accommodation system that positively supports employees and leaders in helping the employee regain their health and productive employment. One significant barrier identified was a lack of budget to accommodate employees.

In February 2019, Council approved a request to allocate \$10M from the Budget Savings Account to create a fund to support placement of employees into temporary accommodations (temporary accommodation fund). This fund was approved to prevent funding being a barrier to employees returning to work as soon as possible.

2. What is the benefit of the temporary accommodation fund?

Having temporary accommodation funds available benefits both the organization and employees by returning employees with injuries or illnesses to productive, meaningful work sooner. Many business units have temporary work available, or experience unbudgeted overtime. Using temporary accommodation is a great way to address these concerns. It increases work opportunities for employees that are returning to work on an alternate accommodation (not in their base position) and it can also reduce the back log of work and unbudgeted overtime. A Win/Win.

3. How do I qualify for temporary accommodation funding?

You can qualify for the temporary accommodation fund if you have identified temporary work **and** you have no budget at the division level **and** no vacancies at the business unit level that can be redirected to fund the work. If you qualify, you can access the fund by contacting your [Return to Work Coordinator \(RTWC\)](#).

Positions that should be considered at the business unit level that can be redirected to fund temporary accommodations include:

- I. Vacant positions that are not redirected **and**
- II. Vacant positions that are committed but not currently backfilled

Positions excluded from redirection are:

- I. Positions funded by capital, external recoveries or self-supported
- II. Positions that are considered a labour pool
- III. Positions that are currently in the recruitment process

4. Is approval required to create accommodation work opportunities?

No approvals are required, it is the right thing to do and what is expected of Leaders at The City.

If you have work that needs to be done and would like to explore accommodation as an option, please contact your [Return to Work Coordinator \(RTWC\)](#).



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5. I currently have an employee on temporary accommodation performing alternate work, can I access this funding?

If you meet the requirements to qualify for funding as outlined in point 3 in this FAQ, you can contact your [Return to Work Coordinator \(RTWC\)](#) to start the process. If you are approved to use the accommodation funding, it will be allocated on the date the financial coding is applied. It is important to note that accommodation funding will not be backdated.

6. I still have questions, who can I contact?

You can refer to the [leader resources](#) available on myCity or contact your [Return to Work Coordinator \(RTWC\)](#).