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[OPSEU Local 504](#)

[Collective Agreement](#)

Hello

We wanted to reach out to let you know that we are here for you. We hope that you and your families are safe and well. **Please contact us if you have any questions or concerns.**

Are you working?

The answer to this is Yes and No. We are all capable of working from home, but this depends on the type of work that you have been hired to do.

If we don't have an assigned work computer, we can still check on our emails to keep current. The URL for this is: <https://outlook.office365.com/owa/ontario.ca/>

If we have been provided with a work laptop, we can still do our work. Depending on what you do you may need to connect to work servers which requires you to have a VPN account, which mean that you are logging into work securely.

Work with your manager to understand what your current work priorities should be.

Should I go into the office?

The answer to this was noted in an email sent, on Thursday April 2, 2020, from the Office of the Secretary of the Cabinet, below has been extracted from the memo.

As I outlined in my memo on March 24, we are currently delivering services remotely. Only OPS employees that are required to deliver critical services will be asked to come to work in person. I am writing today to confirm this will continue until at least May 1, 2020. Closer to May 1, we will re-evaluate this decision based on public health advice.

However, if you are required to deliver critical services, discuss this in detail with your manager. Management has a general duty to take every reasonable precaution to ensure that you are safe.

Visit <https://opseu.org/2019-novel-coronavirus-covid-19/> for more information on the 2019 Novel Coronavirus (COVID-19), including situation reports and related news.

OPSEU Frequently Asked Questions: [Navigating your rights during the COVID-19 crisis](#)

This URL has some insightful information: [COVID-19 Quick Reference Considerations for Employers](#)

Hours of Work

Working from home still means working within the hours as defined in the Collective Agreement, ARTICLE UN 2 – HOURS OF WORK.

If your Job falls under this Schedule	Your Maximum Hours per WEEK will be	You <u>may</u> have a maximum Hours per DAY	Job Classification Examples
3 and 3.7	Thirty-six and one quarter (36¼)	Seven and One quarter (7¼)	50122 Nurse 2, Public Health 090AD Office Administration 9
4 and 4.7	Forty (40)	Eight (8)	50154 Medical Assistant 3 17156 Systems Officer 3
6	Thirty-six and One-quarter (36¼)		
A	Appendix UN 1 (Schedule A – Averaging of Hours of Work)		12102 Community Planner 2

Upcoming Events

We will send you an invite for a coffee to welcome you back.

YOU are invited

LOCAL 504

