

Job redesign is more than a classification action. It has become part of the management style for this Department. Many jobs will be modified as a result of technology and some positions will cease to exist. The Department takes seriously its responsibilities and will continue to make every reasonable effort to identify alternate positions and to provide training necessary to qualify employees for other employment.

4) Ergonomic Factors and Employee Health

Ergonomics and employee health issues divide into two categories; those that concern the physical health, safety, and comfort of the employee, and those that concern the psychological health and well being. Everyone is aware that the introduction of new technology to the office environment can cause both kinds of stress.

The physical stresses often stem from inappropriate furniture, lighting and poor employee habits. Money has been budgeted to help with acquiring ergonomic furniture for SIGNET, the Secure Integrated Global Network. Managers should identify their specific requirements when dealing with any project. Not everything can be done at once but some relatively simple things such as under-desk key board holders and desk lamps can greatly increase the comfort of employees. In addition, the self-help booklet on ergonomics reflects the latest findings. This booklet has proven helpful in reducing eye, back and wrist problems.

Many of the psychological stresses come from fear of obsolescence of current skills, changing long established ways of work, having to respond more quickly to information demands etc. The Department has identified this as a managerial concern and is addressing it by training managers on how to manage change.

5) Training

Adequate training is critical to the successful introduction of technology and will be done in a timely fashion. On going training will be provided as needed. Some training is more general and the timing is less critical. The Department encourages and supports an attitude of continuous learning in which employees learn on the job, from one another, and from self help packages.

6) Counselling

The introduction of technology can bring levels of stress that need to be recognized and dealt with. This will be covered in the training courses for managers and supervisors. For those requiring more assistance, help will be provided by the Departmental EAP and the Health and Welfare professionals.

7) Rewards and Recognition

A new program of rewards and recognition has just been developed by the Department. It is time to start recognizing what we do well and celebrating achievements. The Department urges employees at all levels to call attention to the successes of their fellow workers by contacting the Recognition and Awards Coordinator, ABDR.