

EXAMPLE

SOCIAL, INFORMATION AND HEALTH COMPONENT APPENDIX 4 – WORKLOAD REPORT

PLEASE PRINT

Employee name: _____ Job Title: EAW

Work Location: _____

Supervisor: _____ Excluded Manger: _____

Stage 1 - Verbal discussion with supervisor – 14 days to respond

Stage 2 - Problem description:

Unable to review the expected monthly number of employment plans.

Unable to make appropriate referrals to community resources to assist clients to become financially independent.

Unable to keep MARS reports up to date.

Unable to properly review ministry information received via email and/or written form.

Unable to complete appropriate background checks on new applicants for income assistance at the intake stage. For example

- Verification of other income assistance sources in other provinces
- Verification of all employers and employment income in the past two years
- Confirmation of residence
- Confirmation of marital status
- Verification of all income sources such as WCB, EI, disability payments in the past two years
- Verification of assets
- Verification of medical reports

What factors contribute to the problem?

<input checked="" type="checkbox"/>	Workload size	<input checked="" type="checkbox"/>	Unavailability of Supervisor
<input type="checkbox"/>	Inadequate equipment	<input type="checkbox"/>	Malfunctioning equipment
<input checked="" type="checkbox"/>	Absence of staff (specify) <u>No backfill available for temporarily vacant positions</u>		
<input checked="" type="checkbox"/>	Additional Functions Assigned to the Employee (specify)		
<input type="checkbox"/>	Training required	<input checked="" type="checkbox"/>	Competing demands
<input type="checkbox"/>	Other _____		

Employee's signature: _____ Date: _____