



## **Employee Communication**

### **EMPLOYEE PANDEMIC PULSE SURVEY**

**May 15, 2020**

**Please share with your teams.**

#### **WHAT YOU NEED TO KNOW:**

- Every person in our organization has been impacted by COVID-19 in some way and we would like to hear about your experiences.
- We want to check in on your health and wellbeing, and to see if you've been getting the information and support you need during this time.
- Your feedback is important to the success of the City.

#### **INFORMATION**

The City of Regina has partnered with McLean & Company, an independent Human Resources research firm, to administer a Pandemic Pulse Survey to gather your insights and feedback. This anonymous survey will be available to all employees for one week starting **Tuesday, May 19 to Tuesday, May 26:**

- Those employees with a City of Regina email address will receive an email early next week from McLean & Company ([survey@mcleanco.com](mailto:survey@mcleanco.com)) with an invitation and link to participate in the survey. If you do not receive this invitation in your inbox, please look for it in your junk mail.
- Those employees who do not have a City of Regina email address will be invited to complete the survey online using a separate web link by:
  - Clicking the link on [Regina.ca/employees](http://Regina.ca/employees)
  - Clicking the link on your union or association website
  - Entering this web address into your internet browser:  
<https://surveys.mcleanco.com/engagement/surveys/34818/kiosk>

The survey is short and takes approximately 5 minutes to complete. We encourage you to share your honest feedback. Our leadership team is committed to listening to your feedback and supporting you during this time.

#### **QUESTIONS AND ANSWERS**

##### **Why is the City of Regina doing an engagement survey?**

These are unique and unprecedented times. We want to understand how employees are feeling in the current environment so we can best support you.

##### **How will the responses be used?**

Responses will be used to inform the City's continued pandemic response and upcoming recovery planning. Employee feedback provides valuable information about the City's pandemic response, including what the organization should start, stop, change and continue doing to support employees as they continue to provide critical services to our citizens and community.

**Will responses remain anonymous?**

Yes – overall responses will be provided back to the City of Regina so that individual respondents cannot be identified.

**Who is McLean & Company?**

McLean & Company is an independent Human Resources research firm, which has partnered with the City of Regina to conduct this employee pandemic pulse survey.

**Why isn't there paper copies?**

This survey is designed for quick turnaround, which allows a timely response to support our employees. Paper forms do not respect physical distancing or a rapid turnaround.

**How can I access the survey if I don't have access to a computer or have a City of Regina email?**

All employees will have the ability to access the survey using their smart phone or home computer by:

- Clicking the link on [Regina.ca/employees](http://Regina.ca/employees)
- Clicking the link on your union or association website
- Entering this web address into your internet browser:  
<https://surveys.mcleanco.com/engagement/surveys/34818/kiosk>

Once on the McLean & Company survey webpage, you'll be asked to enter an "employee short code" (which will be your 5-digit employee ID number) to gain access to the survey questions.

The City of Regina will not have access to detailed survey information to ensure employee anonymity; ID numbers are used as unique identifiers only. McLean & Company will only provide grouped data back to the organization.

**Who can I contact if I have trouble accessing the survey?**

Contact the TDI Service Desk by calling 306-777-7980 or submitting a TDI Online Service Request.

**Who can I contact if I have questions about the confidentiality of my responses?**

Contact McLean & Company directly at [survey@mcleanco.com](mailto:survey@mcleanco.com).

**Why do employees without City of Regina email need to provide their 5-digit employee ID number?**

This confirms that respondents are City of Regina employees without sharing other personal information.

**Where can I find my 5-digit employee ID number?**

It can be found on your pay stub or at the top of your EmpCenter timesheet.

**Should I complete the survey using the other options, even if I received an invitation through email?**

No. Employees with email accounts will use the personal link through email and do not have to enter a code to access the survey. Employees who do not have a City of Regina email account will access the survey as outlined above.

**Is this survey mandatory?**

No, but your opinion is important to us. All employees are encouraged to provide their feedback.

**Who should I contact if I have questions?**

Please reach out to your manager or supervisor if you have any questions.