Employee Communication
PANDEMIC ENGAGEMENT PULSE SURVEY
June 9, 2021

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 once again like to hear about your experiences.
- We want to check in on your health and well-being, and to see if you’ve been getting the information and support you need during this time.
- This is the third pandemic engagement pulse survey since May 2020.
- Pulse surveys have been a valuable listening tool for the organization as we continue to support you.
- 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 Engagement Pulse Survey to gather your insights and feedback. This anonymous survey will be available to all employees for one week starting **Wednesday, June 16 to Monday, June 28**:

- Employees with a City of Regina email address will receive an email next week from McLean & Company (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.
- 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 choosing one of these:
  - Click the link on Regina.ca/employees
  - Scan the QR code on the survey posters
  - Enter this web address into your internet browser: https://surveys.mcleanco.com/engagement/surveys/39207/kiosk
  - Access the link on your union or association website

The survey is short and takes approximately 10-15 minutes to complete. We encourage you to share your honest feedback. Our leadership team is committed to listening to your feedback and continuing to support you during this time.

QUESTIONS AND ANSWERS

**Why is the City of Regina doing another engagement survey now?**

It has been one year since employees were first asked to provide feedback using the Pandemic Engagement Pulse Survey. This information has helped leaders understand how their employees are feeling. We want to continue to hear from you and how we can best support our people in a constantly changing environment.
What did the feedback of the last survey tell us?
Survey feedback varied between departments. A consistent opportunity that was identified throughout the organization was to increase understanding of rationale behind business decisions made by leadership. There was also a theme around safety and ensuring that everyone is following the health and safety guidelines in our workplaces.

How will the responses be used?
Responses will be used to inform the City’s continued pandemic response, recovery planning, and area-specific action plans. 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 to the City of Regina so that individual respondents cannot be identified. We also recommend that personal information is not included in your response to the open text questions.

Why aren’t there paper copies?
This survey is designed for quick turnaround and a timely response to support employees. Physical distancing and rapid turnaround are challenging with paper forms. The online survey is accessible to all employees, including those without a City email account.

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 using one of the following options:

- Click the link on Regina.ca/employees
- Scan the QR code on survey posters
- Enter this web address into your internet browser: https://surveys.mcleanco.com/engagement/surveys/39207/kiosk
- Access a link on your union or association website

Once on the McLean 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.

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.

Who can I contact if I have questions?
Trouble accessing the survey: Contact the Tech Service Centre by calling 306-777-7980.
Questions about the confidentiality of responses: Contact McLean & Company directly at survey@mcleanco.com.

All other questions can be directed to your manager or supervisor.
Is this survey mandatory?
No, but your opinion is important to us. All employees are encouraged to provide their feedback.