

GENERAL ADMINISTRATION MANUAL

VOLUME 3: HUMAN RESOURCE POLICIES

TITLE: JOB EXPERIENCE PROGRAMS

EFFECTIVE: MARCH 30, 2004 *Revised January 15, 2008*

1.0 SCOPE

1.1 Authority

1.1.1 This policy is issued under authority of the Deputy Ministers' Review Committee on March 30, 2004 as per Cabinet Minute #02-05, dated February 21, 2002 and authority of Management Board Minute #04-10-02 dated March 31, 2004. It was revised under the authority of DMRC Minute #08-01.

1.2 Application

1.2.1 This policy applies to all individuals employed by the Government of Yukon under the following job experience programs:

- Head Start
- Yukon Youth Conservation Corps (Y2C2)
- Conservation Action Team
- Student Training Employment Program (STEP)
- Computer Camp Program
- Youth Exploring Trades Program
- Co-operative Education

1.3 Purpose and Principles

1.3.1 This policy establishes recruitment, terms and conditions, and benefits of persons engaged under the above-noted job experience programs. They are not entitled to terms and conditions and benefits not specifically provided for in this policy.

1.3.2 Individuals hired under this policy are considered casuals under the *Public Service Act*.

1.3.3 Individuals hired under this policy shall not be used for any assignments except those specifically laid out under each of the job experience programs.

1.3.4 Placements under this policy will not exceed six (6) consecutive and continuous months (full or part-time) less one day, without a one day break in service.

- 1.3.5 In general it is the policy of the Yukon government to hire local residents and where feasible, give preference to local community residents for jobs which exist in the communities in which they reside. The specific criteria for local hire are detailed in the section, 'Program Specific Terms of Service' under each of the job experience programs.

2.0 DOCUMENTATION

- 2.1 A person engaged in any of the job experience programs shall provide documentation as required by the Public Service Commission and failure to provide such documentation may result in the person being released by the Commission.

3.0 GENERAL TERMS OF SERVICE

3.1 Probation

- 3.1.1 An individual engaged under a job experience program does not serve a probationary period nor shall their participation in a job experience program be considered as part of a probationary period in respect of an appointment to a position in the public service.

3.2 Hours of Work

- 3.2.1 Hours of work are established by the department, and the length of shifts will normally reflect those applicable to established positions.
- 3.2.2 Regularly scheduled hours may not exceed forty (40) hours per week Sunday to Saturday. Other than individuals engaged under the Head Start program, hours of work may be averaged over a two week period at the discretion of the department.
- 3.2.3 The department may change the shift schedule of a person engaged in a job experience program without prior notification.

3.3 Pay

- 3.3.1 Individuals engaged in job experience programs are paid at the rates set out in the attached schedule.
- 3.3.2 Individuals engaged in job experience programs are paid on a bi-weekly basis, two (2) weeks in arrears.

3.4 Overtime

- 3.4.1 Individuals engaged under the Head Start program earn overtime at one and one-half times the regular hourly rate for hours in excess of eight (8) hours per day and forty (40) hours per week. Time in lieu of overtime may be taken with the agreement of the hiring department.
- 3.4.2 Individuals engaged under all other job experience programs earn overtime as follows:

- 3.4.2.1 for hours in excess of the normal daily hours, at the rate of one and one-half time (1&1/2T) for the first four hours and double time (2T) thereafter;
- 3.4.2.2 for hours of work on his/her first day of rest, at the rate of time and one-half time (1&1/2T) for the first four hours and double time (2T) thereafter;
- 3.4.2.3 for hours of work on his/her second or subsequent day(s) of rest, at the rate of double time (2T).
- 3.4.2.4 Notwithstanding the above, where averaging hours has been employed, overtime is payable for all hours worked in excess of the averaged hours for the position over a two week period at the rate of one and one-half time (1&1/2T) for the first four hours and double time (2T) thereafter.

3.5 Statutory Holidays

- 3.5.1 New Year's Day
- National Heritage Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Discovery Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

- 3.5.2 Any day proclaimed by the Government of Canada as a national holiday other than a designated paid holiday mentioned above, shall be proclaimed as a designated holiday.
- 3.5.3 All individuals engaged under a job experience program shall observe the statutory holiday on the day of the month that it occurs.
- 3.5.4. Notwithstanding 3.5.3 above, where the statutory holiday falls on an individual's scheduled day of rest, the statutory holiday shall be moved to the first working day following the individual's day of rest.

3.6 Compensation for Statutory Holidays

- 3.6.1 An individual engaged under a job experience program will be compensated for a statutory holiday only if he/she worked the scheduled working day immediately preceding the statutory holiday and the scheduled working day immediately following the statutory holiday.
- 3.6.2 An individual hired to work a regular work week at the regular daily hours shall be compensated at the rate of straight time (1T) for the regular number of hours which would have been worked had it been a normal working day.
- 3.6.3 An individual hired to work on a sporadic or part-time basis will be compensated at a rate of straight time (1T) multiplied by the average number of daily hours normally worked during the last two (2) weeks preceding the designated statutory holiday.
- 3.6.4 An individual who has not completed two (2) weeks in the job experience program at the time of a statutory holiday, shall be deemed to be employed on a sporadic basis for compensation purposes.
- 3.6.5 If an individual works on the statutory holiday he/she shall be paid at their regular rate plus the overtime rate for the hours worked; a day in lieu of paid overtime may be taken with the approval of the department.

3.7 Statutory Benefits

- 3.7.1 Individuals engaged under a job experience program will be included in the employer's coverage for Employment Insurance, Canada Pension Plan, and Workers' Compensation.

3.8 Payment in Lieu of Vacation Leave

- 3.8.1 On termination, individuals engaged in a job experience program shall receive 4% holiday pay in lieu of vacation leave. The four (4) percent is calculated from base pay, excluding overtime payments.

4.0 CHANGES TO RATES OF PAY

- 4.1 Responsibility for the review and revision of rates of pay for all job experience programs lies with the Public Service Commission, in accordance with the *Public Service Act*.
- 4.2 Responsibility for approval of submissions with financial implications lies with Management Board, in accordance with Management Board Directive #1/84.
- 4.3 A department responsible for the administration of a job experience program will prepare a brief proposal to the Public Service Commission when they determine that there is a need for the rates of pay to be reviewed.
- 4.4 The Public Service Commission will provide assistance with the research, costing, and analysis of the proposal and provide a recommendation whether to proceed with a submission to Management Board.
- 4.5 The Public Service Commission will also provide assistance with the development of the Management Board submission, if requested, and will provide Management Board with a recommendation regarding the proposal.

5.0 PROGRAM SPECIFIC TERMS OF SERVICE

5.1 Head Start

- 5.1.1 The purpose of the Head Start program is to assist social assistance recipients in accessing employment or training opportunities which will enhance their future employability.
- 5.1.2 Employment opportunities are restricted to persons receiving social assistance in Whitehorse and the communities. A list of eligible participants is compiled by the Head Start program. Individuals selected must meet the basic qualification of the placement.
- 5.1.3 Recruitment is coordinated through Health and Social Services.
- 5.1.4 The maximum duration of a placement is twenty (20) weeks.
- 5.1.5 Individuals engaged through the Head Start program are eligible to apply on competitions restricted to government provided they are on staff at the closing date of the competition.
- 5.1.6 Individuals may be released at any time for just cause, or any time with fifteen (15) days notice or pay in lieu. There are no appeals on release to the Public Service Commissioner or an adjudicator.

5.2 Yukon Youth Conservation Corps (Y2C2)

- 5.2.1 The purpose of the Y2C2 program is to provide Yukon youth an opportunity to gain awareness of the Yukon's environment, renewable and non-renewable resources.
- 5.2.2 Employment opportunities are restricted to:
 - Individuals enrolled in high school in the Yukon; or
 - Individuals enrolled in a post-secondary educational institution either in Yukon or elsewhere but where the permanent place of residence or domicile is in Yukon.
- 5.2.3 Preference is given to local community residents for jobs which exist in the communities where they reside, provided they are qualified for the particular work to be performed.
- 5.2.4 Recruitment is coordinated through the Department of Environment.

5.3 Conservation Action Team (CAT)

- 5.3.1 The purpose of the CAT program is to provide Yukon youth in grades 7 to 10 an opportunity to gain awareness of the Yukon's environment, renewable and non-renewable resources.

5.3.2 Employment opportunities are restricted to individuals enrolled in a post-secondary educational institution either in Yukon or elsewhere but where the permanent place of residence or domicile is in Yukon.

5.3.3 Preference is given to local community residents for jobs which exist in the communities where they reside, provided they are qualified for the particular work to be performed.

5.3.4 Recruitment is coordinated through the Department of Environment.

5.4 Student Training Employment Program (STEP)

5.4.1 The purpose of the STEP program is to offer Yukon post-secondary students the opportunity to work in the Yukon during the summer in their chosen field of study.

5.4.2 Employment opportunities are restricted to:

- Yukon students who have just completed a semester of full-time under-graduate studies in or out of the Yukon, and who have resided in the Yukon for two consecutive years immediately prior to the commencement of post-secondary classes; or
- Yukon students who are eligible for the Yukon post-secondary grant.

5.4.3 Recruitment is coordinated through the Department of Education.

5.4.4 Students must be Yukon residents.

5.4.5 The minimum length of the placement is twelve (12) weeks.

5.5 Computer Camp Program

5.5.1 The primary purpose of the Computer Camp program is to offer youths ages 8 to 15 an opportunity to explore the information highway, design and create a web page, and partake in a wide variety of daily recreational activities.

5.5.2 Employment opportunities are restricted to:

- Yukon students who have completed grade eleven and are entering grade twelve or who have completed a semester of full-time under-graduate studies in or out of the Yukon, and who are returning to full-time under-graduate studies in the fall of the same year, and who have resided in the Yukon for two consecutive years immediately prior to the commencement of grade 12 or post-secondary classes; or
- Yukon students who are eligible for the Yukon post-secondary grant.

5.5.3 Recruitment is coordinated through the Department of Education.

5.5.4 Students must be Yukon residents.

5.5.5 The minimum length of the placement for computer camp instructors is six (6) to eight (8) weeks.

5.6 Youth Exploring Trades Program

5.6.1 The primary purpose of the Youth Exploring Trades program is to offer youths ages 8 to 15 an opportunity to explore the industry and gain hands on experience using tools of the trade.

5.6.2 Employment opportunities are restricted to:

- Yukon students who have completed grade eleven and are entering grade twelve or who have completed a semester of full-time undergraduate studies in or out of the Yukon, and who are returning to full-time undergraduate studies in the fall of the same year, and who have resided in the Yukon for two consecutive years immediately prior to the commencement of grade 12 or post-secondary classes, or
- Yukon students who are eligible for the Yukon post-secondary grant

5.6.3 Recruitment is coordinated through the Department of Education.

5.6.4 Students must be Yukon residents.

5.6.5 The minimum length of the placement for Youth Exploring Trades instructors is six (6) to eight (8) weeks.

5.7 Co-operative Education Program (Co-op)

5.7.1 The purpose of the Co-op program is to provide post-secondary students with the opportunity to apply the theoretical knowledge of their discipline to the practical world of work. The process integrates students' academic study with related work experience, normally in alternating terms. This program is also part of a long-term recruitment strategy for hard-to-fill positions and has been designed to encourage students to accept multiple work terms and also to consider Yukon for job opportunities following the completion of their studies.

5.7.2 Employment opportunities are restricted to students registered in an approved post-secondary co-operative education institution where work terms are a requirement for graduation with a co-op education degree/diploma. Students must have completed a minimum of one year of post-secondary academic study. A listing of approved co-op programs is maintained by the *Canadian Association for Co-operative Education* (www.cafce.ca).

- 5.7.3 Recruitment is coordinated through the hiring department in consultation with the applicable educational institution.
- 5.7.4 Preference is given to students who are Yukon residents.
- 5.7.5 A deputy head may, at his/her discretion authorize actual and reasonable expenses incurred by a student, which may include:
- travel to and from the work assignment (recommended maximum = the most economical air fare available at the time of travel);
 - shipment of personal effects (recommended roundtrip maximum = \$500.00);
 - accommodation (recommended maximum = \$200 per month to offset the cost of rental accommodation);
- 5.7.6 Work terms under this program must be for a minimum of twelve (12) weeks or an equivalent period of time in part-time placements.
- 5.7.7 Co-op students who are authorized to travel on government business are eligible for travel expenses in accordance with the government travel directive.
- 5.7.8 Non-resident Co-op students in their final year of studies may be considered for Yukon government jobs within their field of study, providing they have satisfactorily completed one or more of their co-op work terms with the Yukon government and, if offered employment with Yukon government, will be required to provide evidence of the successful completion of their Co-op program prior to appointment.
- 5.7.9 Preference will be given to Yukon residents on all competitions for Yukon government jobs.
- 5.7.10 Co-op students may be released at any time for cause, following consultation with the applicable educational institution and with the approval of the Public Service Commissioner. The reasons for release must be provided in writing to the student and his/her educational institution. There are no appeal rights for such a release.