

**GENERAL ADMINISTRATION MANUAL**

**VOLUME 3: HUMAN RESOURCE POLICIES**

**TITLE: JOB EXPERIENCE PROGRAMS**

**EFFECTIVE: March 19, 2013**

**1.0 SCOPE**

**1.1 Authority**

1.1.1 This policy was initially issued under the authority of the Deputy Ministers' Review Committee (DMRC) on March 30, 2004 and Management Board on March 31, 2004. It has been amended under the authority of DMRC on March 19, 2013 and Management Board on March 20, 2013 (Minute #13-07-07).

**1.2 Application**

1.2.1 This policy applies to all individuals engaged 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)
- Co-operative Education

**1.3 Purpose and Principles**

1.3.1 This policy establishes the terms and conditions of employment for participants in the above-noted job experience programs.

1.3.2 Job experience program participants are engaged under employment contract pursuant to the *Public Service Act* and are not employees as defined in the *Public Service Act*.

1.3.3 Job experience program participants shall not be used for any assignments except those specifically laid out under each of the job experience programs.

1.3.4 Employment in a job experience program is restricted to individuals who are legally entitled to work in Canada.

1.3.5 Yukon residents who reside in the community in which the job is located will normally be given preference on job experience program employment opportunities.

1.3.6 Policy 3.39, Conflict of Interest shall apply to job experience program participants.

## **2.0 GENERAL TERMS AND CONDITIONS OF SERVICE**

### **2.1 Probation**

2.1.1 Job experience program participants do 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.

### **2.2 Access to In-service Competitions**

2.2.1 Job experience program participants may apply on competitions which are restricted to Yukon government employees provided their contract has not expired or been terminated prior to the closing date for the competition.

### **2.3 Hours of Work**

2.3.1 Hours of work and the length of shifts are established by departments and will normally reflect those applicable to established positions.

2.3.2 Regularly scheduled hours of work 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 28 consecutive days or a four week period at the discretion of the department.

2.3.3 A department may change the shift schedule of an individual engaged in a job experience program without prior notification.

### **2.4 Pay**

2.4.1 Job experience program participants are paid at the rates set out in the attached schedule.

2.4.2 Job experience program participants are paid on a bi-weekly basis, two (2) weeks in arrears.

### **2.5 Overtime**

2.5.1 Job experience program participants shall be compensated for authorized overtime or extra hours worked in the same manner as employees in similar established positions in the Yukon public service.

2.5.2 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.

2.5.3 Time in lieu of overtime may be taken with the agreement of the hiring department.

## **2.6 Compensation for Designated Paid Holidays**

2.6.1 Designated paid holidays:

- 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

2.6.2 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 paid holiday.

2.6.3 Where a designated paid holiday falls on a scheduled day of rest for a job experience program participant, the designated paid holiday shall be moved to the job experience program participant's first working day following his/her day of rest.

## **2.7 Designated Holidays Not Worked**

2.7.1 Job experience program participants will be compensated for a designated paid holiday not worked only if the job experience program participant worked the scheduled working day immediately preceding the designated paid holiday and the scheduled working day immediately following the designated paid holiday.

2.7.2 Subject to 2.7.1 above, a job experience program participant shall be reimbursed for a designated paid holiday not worked on the basis of the average number of regular hours worked per day over the two (2) week period immediately preceding a designated paid holiday.

## **2.8 Designated Holidays Worked**

2.8.1 A job experience program participant who is required to work on a designated paid holiday shall be compensated:

2.8.1.1 On the basis of the average number of regular hours worked per day over the two (2) week period immediately preceding a designated paid holiday, and

2.8.1.2 For hours worked, at the rate of time and one-half (1½T) for the first four (4) hours and double time (2T) thereafter.

2.8.2 A job experience program participant who is required to work on a designated paid holiday following a day on which he/she worked and received overtime pay shall be compensated for the hours worked at the rate of double time (2T) for all time worked. This is in addition to the designated holiday pay provided in Section 2.7 above.

## **2.9 Payment in Lieu of Vacation Leave**

2.9.1 On termination of the employment contract, job experience program participants shall receive 4% holiday pay in lieu of vacation leave. The four (4) percent holiday pay is calculated from base pay, excluding overtime.

## **2.10 Travel on Government Business**

2.10.1 Job experience program participants who are authorized to travel on government business are eligible for travel expenses in accordance with the Yukon government's travel directive.

## **2.11 Release of Job Experience Program Participants**

2.11.1 The conditions under which a job experience program participant may be released from his/her contract shall be set out in the individual contract of employment.

2.11.2 Job experience program participants do not have a right of appeal on release.

## **3.0 CHANGES TO RATES OF PAY**

3.1 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*.

3.2 Responsibility for approval of submissions with financial implications lies with Management Board, in accordance with Management Board Directive #1/84.

## **4.0 PROGRAM SPECIFIC TERMS OF SERVICE**

### **4.1 Head Start**

4.1.1 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.

4.1.2 Employment opportunities are restricted to persons receiving social assistance in Whitehorse and the communities.

4.1.3 Recruitment is coordinated through the Department of Health and Social Services.

4.1.4 The maximum duration of a placement is twenty (20) weeks.

## **4.2 Yukon Youth Conservation Corps (Y2C2)**

4.2.1 The purpose of the Y2C2 program is to provide Yukon youth an opportunity to gain awareness of the Yukon's environment and its renewable and non-renewable resources.

4.2.2 Employment opportunities are restricted to individuals enrolled in:

- high school in the Yukon; or
- a post-secondary educational institution either in Yukon or elsewhere but where the individual's permanent place of residence or domicile is in Yukon.

4.2.3 Recruitment is coordinated through the Department of Environment.

4.2.4 For each twenty-four (24) hour period a Crew Leader is assigned to a camp, he/she shall be paid his/her regular pay plus an additional two (2) hours pay at the rate of time and one-half.

## **4.3 Conservation Action Team (CAT)**

4.3.1 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 and its renewable and non-renewable resources.

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

4.3.3 Recruitment is coordinated through the Department of Environment.

4.3.4 For each twenty-four (24) hour period a Camp Assistant is assigned to a camp, he/she shall be paid his/her regular pay plus an additional two (2) hours pay at the rate of time and one-half.

## **4.4 Student Training Employment Program (STEP)**

4.4.1 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.

4.4.2 Employment opportunities are restricted to Yukon students who:

- have just completed a semester of full-time post-secondary studies in or out of Yukon and are returning to full-time under-graduate studies in the fall of the same year, or have just graduated this current year from a diploma program or higher;
- have resided in Yukon for two (2) consecutive years immediately prior to commencement of post-secondary classes or are eligible for the Yukon Post-Secondary Grant; and
- are not a member of the employer's or direct supervisor's immediate family.

4.4.3 Recruitment is coordinated through the Department of Education.

4.4.4 The minimum length of a placement is twelve (12) weeks.

#### **4.5 Co-operative Education Program (Co-op)**

4.5.1 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.

4.5.2 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 *Co-operative Education and Work-Integrated Learning Canada* ([cewilcanada.ca](http://cewilcanada.ca)).

4.5.3 Recruitment is coordinated through the hiring department in consultation with the applicable educational institution.

4.5.4 A deputy head may, at his/her discretion authorize actual and/or reasonable expenses incurred by a student relating to:

- travel to and from the work assignment;
- shipment of personal effects; and
- the offset of rental accommodations.

4.5.5 Work terms under this program must be for a minimum of twelve (12) weeks or an equivalent period of time in part-time placements.

4.5.6 Non-resident Co-op students in their final year of studies may be considered for Yukon government jobs within their field of study, provided 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.

#### **5.0 RELATED DOCUMENTS**

- General Administration Manual, Volume 3 – Policy 3.41 Contract Employees
- General Administration Manual, Volume 3 – Policy 3.39 Conflict of Interest
- *Public Service Act*