

GENERAL ADMINISTRATION MANUAL

VOLUME 1: CORPORATE POLICIES - GENERAL

TITLE: DECENTRALIZATION POLICY

EFFECTIVE: 94 05 12

1 SCOPE

1.1 Authority

1.1.1 This policy is issued under authority of Cabinet meeting No. 94-21, dated May 12, 1994.

1.2 Application

1.2.1 This policy applies to all departments, as defined by Policy 1.1 .

1.3 Purpose and Principles

1.3.1 The Government of Yukon is committed to achieving a fair distribution of government jobs throughout the Yukon - that is, a distribution in which the proportion of Yukon government jobs located in rural communities reflects the proportion of the total Yukon population that lives in rural Yukon - in order to:

- * contribute to the development of stable economies in rural Yukon communities;
- * improve the accessibility and delivery of government programs and services to rural Yukoners; and
- * support the desire of Yukoners to live and work in their own communities.

1.3.2 It is this policy's objective to accelerate the rate at which Yukon government jobs are located in rural communities in order to increase the proportion of total Yukon government jobs located in rural communities, in accordance with the following principles.

1.3.3 Staff

As the government's most important resource, its staff shall;

- * not be subject to "lay off" as a consequence of decentralization initiatives;
- * be protected in a position within the home department or another department at the same classification level and pay rate or range as applicable if relocation as a result or reorganization is refused, with term appointments protected only to the end of the term. Retraining would be considered where the employee can demonstrate an aptitude to meet the job requirements.

- * be consulted individually and through their union before implementation of any plans that may or will affect them personally;
- * be treated equitably and fairly throughout the decentralization process.

1.3.4 Jobs

The government's preference is to use unoccupied positions to implement decentralization.

Therefore, the priorities for positions to be included in departmental or corporation decentralization plans shall be:

- * vacant positions, including, but not limited to, positions established by the Government of Yukon as a result of devolution which are vacant;
- * new positions approved by Management Board;
- * positions currently filled, including, but not limited to, positions being established by the Government of Yukon as a result of devolution which are staffed by affected federal employees.

1.3.5 Appointments

The following priorities and guidelines shall be observed in filling positions in all categories noted above:

- * The incumbent in a position to be decentralized shall have first right to accept or withhold consent to being relocated with a decentralized position.
- * Vacant or new positions shall be filled through the normal competition process, subject to the local hire preference and the Employment Equity Policy.
- * Where no certifiable candidate is available as a result of a competition, the candidates may be considered for staffing on an underfill basis.

1.3.6 Removal

The employer will pay all appropriate and necessary removal expenses for employees decentralized to rural communities.

1.3.7 Housing

The employer will ensure appropriate and adequate housing is available in the new location for employees who are being relocated from Whitehorse to rural communities as a result of decentralization.

1.4 Background

By adopting this decentralization policy and implementing the initiatives it will guide, the government is responding to Yukoners' expressed needs and priorities for community economic development and improved rural service delivery, and confirming the role that can be played by a representative public service.

1.5 Definitions

Decentralization

- * **will** involve the relocation of positions from Whitehorse to another community or the establishment of new positions in communities other than Whitehorse;
- * **may** involve the relocation of an employee if the position is staffed and the employee consents;
- * **may** involve a change of job duties if the position is part of a department or function that is reorganized as a result of decentralization of the position.

2 ROLES AND RESPONSIBILITIES

2.1 The Minister of the Executive Council Office is the member of Cabinet responsible for decentralization and as such, is responsible for recommending corporate decentralization objectives, priorities and policies to Cabinet and corporate decentralization plans to Management Board.

2.2 The Executive Council Office is the lead agency for coordinating government-wide implementation of decentralization. The Executive Council Office in conjunction with departments will:

- * develop and update government policies, procedures and practices;
- * coordinate overall planning, implementation and evaluation of decentralization on a government-wide basis; and
- * develop and manage communications related to government-wide decentralization policies, initiatives and reports.

2.3 Government departments and corporations, including the Executive Council Office, are responsible for developing and implementing multi-year action plans for their own work forces. It will be the responsibility of departments and corporations to:

- * provide full input as equal partners with the Executive Council Office to policy development and implementation, including government procedures and practices;
- * develop and implement departmental or corporation decentralization plans, in cooperation with the Executive Council Office; and
- * prepare annual reviews of the results of their decentralization action plans.