



2020 Arctic Winter Games Staff Participation Policy

Policy Number:	2018-04
Approved by:	Council
Effective date:	November 27, 2018
Department:	Recreation and Facility/Legislative Services

AUTHORITY Council Resolution #2018-25-04 dated November 26, 2018

POLICY STATEMENT

As the hosting body, the City of Whitehorse will be responsible for ensuring the Whitehorse 2020 Arctic Winter Games (Games) are organized and staged in an appropriate manner. These obligations are captured in an agreement with the Arctic Winter Games International Committee.

The City has created a Host Society to plan, organize and stage the Games on the City's behalf. A Host Society Board of Management will plan, organize, test, stage, and wrap up the Games. As the City did with the 2012 Arctic Winter Games, a contingent of municipal elected and senior staff are included on the Host Society to ensure that the necessary processes are established to:

- protect the City's interests;
- ensure administrative cooperation for the conduct of the Games; and
- communicate regularly with Council on the status of the Games.

Athletic excellence is a source of inspiration and community pride. Participation in multi-sport competitive games and cultural events includes the opportunity for social interchange and for fostering cultural awareness and understanding. The City acknowledges and celebrates the significant contribution that our employees will make towards the success of the 2020 Arctic Winter Games as planners, organizers, coaches, athletes, cultural ambassadors and spectators.

Apart from voluntary, personal involvement of City employees in the Games outside of ordinary working hours, some may be asked to participate during working hours. Others will provide services-in-kind on the City's behalf as a direct work assignment from the City. While remaining responsible for ensuring that normal operational requirements for ongoing service delivery are met and are not being compromised at the expense of resources being re-deployed to the Games, the City also wishes to accommodate reasonable requests by its employees to participate during regular work hours in roles key to the success of the Games.

The City intends to track all services-in-kind contributions to the 2020 Arctic Winter Games for a full understanding of the costs and benefits to the community of serving as the Host Society and for planning purposes for Arctic Winter Games in future years.

DEFINITIONS

“**City**” means the City of Whitehorse.

“**Council**” means the elected council of the City of Whitehorse.

“**Games**” means the Whitehorse 2020 Arctic Winter Games to be staged in Whitehorse, March 7 to 14th, 2020.

“**employee**” means all employees and officers of the City of Whitehorse as defined in all collective agreements and all employment bylaws.

“**participation assignment**” means the opportunity to participate in the planning and execution of the Whitehorse 2020 Arctic Winter Games during an employee’s regular hours of work.

“**regular pay rate**” means an employee’s usual rate of pay during normal working hours and does not include pay at over-time rates.

PRINCIPLES AND PURPOSE

1. The City has many skilled employees involved in the community throughout the various sporting, cultural and social organizations that will be involved with the planning, organizing, testing, staging, and wrap up of the Games, and that their participation will be critical to their success. The City recognizes three types of employee involvement, each of which will be handled accordingly:
 - (1) Direct assignment of City employees to provide services-in-kind as part of their ongoing responsibilities and tasks;
 - (2) Participation assignment whereby a City employee is authorized to provide services-in-kind that are not part of their ongoing responsibilities and tasks, during their ordinary working hours; and
 - (3) Voluntary participation in the Games either outside of the employee’s regular working hours or authorized via an approved request for leave of absence.
2. The purpose of this policy is:
 - (1) To promote and support involvement of City employees in the planning, organizing, testing, staging, and wrap up of the Games;
 - (2) To provide a means for City employees to obtain authorization for participation in the Games when their normal work schedule conflicts with Games-related responsibilities; and
 - (3) To provide for the tracking of work time spent by City employees during the Games in order to accurately report in-kind contributions to Council after the Games are completed.
3. Where there is a conflict between this policy and a collective agreement or employment bylaw, the agreement or bylaw shall prevail.
4. When the City of Whitehorse offers the Games an employee’s services on a temporary services-in-kind basis, those employees within a bargaining unit will

not be considered to have been temporarily transferred from their position nor will they be considered to be on leave or outside of their bargaining unit during the assignment.

SCOPE

5. Except as provided in section 6, this policy applies to all employees and is in effect until April 1, 2020.
6. This policy does not apply to any employee on layoff, off-duty status, suspension, paid or unpaid leave of absence for which authorization has already been granted or will be granted.

RESPONSIBILITIES

7. Council shall establish policy.
8. The City manager shall make such adjustments to the procedures contained in this policy as are required for the successful application of the policy.
9. Directors and managers shall:
 - (1) Inform direct reporting employees of the opportunities to participate in the Games under this policy and encourage their involvement;
 - (2) Subject to operational requirements, authorize the participation of employees for Games activities during normal working hours via approval of a participation assignment or a request for leave of absence; and
 - (3) Investigate and decide appeals of decisions made under the policy.
10. Employees shall:
 - (1) When considering Games participation that they determine may impact their ordinary hours of work on the City, notify their supervisor verbally and in writing of their intentions via a request for a participation assignment or a leave of absence; and
 - (2) When authorized for a participation assignment, track the time that would otherwise be regular working hours for the City and provide an accurate record of those hours to their supervisors.

Procedure to Request a Participation Assignment

11. Before a participation assignment is granted under this policy, the employee must place the request in writing at least two weeks in advance on the appropriate participation assignment application form (Appendix A) and submit the same to his or her immediate supervisor who will evaluate each application on a case by case basis. The employee should indicate on the participation assignment application form:
 - (1) The capacity in which he/she is requesting to participate in the Games and the benefits of that participation to the Games; and

- (2) The expected amount of time during the employee's usual working hours that the participation assignment would require.

Games Participation Assignment Approval

12. Participation assignments may not be undertaken unless the employee's direct supervisor has authorized it in advance.
13. Where a participation assignment application is denied by the supervisor, an appeal may be submitted to the appropriate director/manager who can review the matter and provide a final decision.

Rate of Pay during a Participation Assignment

14. Employees approved for participation assignments shall be paid at their regular pay rates for the time that would otherwise fall during their usual working hours.

Appendix "A" Application Form – Request for a work-time assignment



HISTORY OF AMENDMENTS

<u>Date of Council Decision</u>	<u>Resolution Number</u>	<u>Description</u>
November 26, 2018	2018-25-04	Initial policy adopted

APPENDIX A

**Request for a Participation Assignment to a
2020 Arctic Winter Games activity during scheduled work time**

This form must be completed and submitted at least two weeks prior to the start date of the proposed Arctic Winter Games activity. Where applicable, time sheets must be completed with proper coding after the work is completed. Please print legibly

Employee Name: _____

Department: _____

Role in Activity	Activity (Example: Cross Country Skiing)	Check if Test Event	Date of Activity	Time of Activity	Place of Activity
An employee participating in the planning, organizing, testing, and staging of the Games					
A member of the Yukon Mission staff					
A chair or member of an on-going committee					

Signed by:

Employee

Date: _____

Approved by:

Manager/Supervisor

Date: _____