



Major Games Employee Participation Policy

Policy Number:	2024-08
Approved by:	Council Resolution 2024-13-05
Effective date:	July 8, 2024
Department:	Recreation and Facility/Legislative Services

PURPOSE

The purpose of this policy is to promote and support the involvement of City employees in performing the general duties necessary for the successful execution of a Major Games event and establish guidelines for granting leave requests for employees participating in Major Games held within the City of Whitehorse (“the City”).

POLICY STATEMENT

The City acknowledges and celebrates the significant volunteer contribution that its Employees can make towards the success of Major Games as planners, organizers, coaches, officials and other roles.

Given the City’s role in hosting or co-hosting large sporting events where employees can significantly contributed to their success, the City is also willing to compensate its employees for their volunteer efforts in certain circumstance.

The City encourages the participation of its Employees in Major Games, while respecting operational requirements and ensuring on-going service delivery to Whitehorse’s citizens.

APPLICATION

This policy applies to all City Employees with the exception of any Employees on layoff, off-duty status, suspension, or paid or unpaid leave

There are several ways City Employees can participate in and provide support to Major Games including a wide range of prescribed roles that ultimately lead to or require a Major Games credential.

More specifically, the City recognizes two types of Employee involvement in Major Games as follows:

- Direct Assignment; or
- Participation Assignment (requires **Request for a Participation Assignment to a Major Games** form)

DEFINITIONS

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

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

“**Direct Assignment**” means the provision of in-kind services by an Employee as part of their ongoing responsibilities and tasks. These services are authorized and managed by the City.

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

“**Games Credential**” means an identification credential issued to games participants by the games governing body.

“**Major Games**” means, any games in which the City of Whitehorse is a host or co-host.

“**Participation Assignment**” means the opportunity to participate as a volunteer at a Major Games during an Employee’s regular hours of work by submitting the form in Appendix A called “Request for a Participation Assignment to a Major Games”.

“**Regular Pay Rate**” means an Employee’s usual rate of pay during normal working hours and does not include pay at overtime rates.

ROLES, RESPONSIBILITIES AND PROCEDURES

1. Council retains the authority to make changes to this policy from time to time.
2. The City Manager or designate may make adjustments to the procedures contained in Appendix A of this policy as required for the successful application of the policy.
3. Human Resources shall provide advice on the interpretation of this policy to directors, managers, supervisors and Employees.
4. **Employees requesting permission to participate via a Participation Assignment shall:**
 - (1) Notify their immediate supervisor verbally and in writing using the application in Appendix A that they want to participate in a Major Games that will impact their ordinary hours of work at the City;
 - (2) Provide their supervisor with at least two weeks written notice using the form attached as Appendix A to this policy. This appendix may be modified by the City as required;
 - (3) State the capacity in which they are requesting to participate in a Major Games and the expected amount of time during their usual working hours that the assignment would require;
 - (4) Acknowledge that a manager’s decision is based on operational requirements;

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- (5) Be subject to discipline if they are found to have not followed the conditions of their Participation Agreement without prior approval of their supervisor;
- (6) Under an approved Participation Assignment, track the time that would otherwise be regular working hours for the City and record hours on their timesheet and
- (7) Employees offered an opportunity to be hired by the Host Society may be considered by their Director for an immediate Leave of Absence under the City's Leave of Absence Administrative Directive. Eligible Employees may choose to keep their optional City benefit coverage in which the premium is 100% paid for by the Employee. The employee is responsible for 100% of any pension buy back option directly through CAAT.

5. Supervisors shall:

- (1) Subject to operational requirements, authorize the participation of an employee in Major Games' activities during normal working hours following an employee's application for a Participation Assignment or a request for leave of absence; and
- (2) Consider each application for a Participation Assignment on a case by case basis considering the following evaluation criteria:
 - i Operational needs;
 - ii Employee suitability;
 - iii Number of days or hours requested; and
 - iv New skills that the Employee may acquire through their assignment and benefit the City.

6. Managers shall:

- (1) Inform Employees in their department of this policy and the opportunities to participate in Major Games;
- (2) Encourage interested Employees to consider becoming involved in Major Games and inform them of the evaluation criteria;
- (3) Approve applications based on criteria outlined in 5.2 from Employees whose request for a Participation Assignment has been denied by their supervisor;
- (4) Before arriving at a decision, consider all the relevant circumstances, review the evaluation criteria and consult with their Director and Human Resources; and
- (5) Have the authority to cancel an Employee's Participation Assignment and recall them to work for operational reasons or where there is – following an investigation by Human Resources -- reliable evidence that the Employee is not following the conditions of their Participation Agreement.

APPROVED PARTICIPATION ASSIGNMENTS

Major Games Approval

7. Participation Assignments may not be undertaken unless the Employee's direct supervisor has authorized it in advance.

Rate of Pay during a Participation Assignment

8. 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. Participation assignments shall not create a scenario where overtime is required unless approved in advance.

Employment Status under a Participation Agreement

9. Any Employee participating at a Major Games under a Participation Assignment remains a City Employee and is expected to abide by all their conditions of employment including the Employee Code of Conduct Policy and the Harassment and Respectful Workplace directive.

REVIEW

10. This policy shall be reviewed with Human Resources within two years of the conclusion of the 2026 Arctic Winter Games.

REPEAL OF EXISTING POLICY

11. The 2020 Arctic Winter Games Staff Participation Policy adopted by Council Resolution #2018-25-04, including all amendments, is repealed.

FORCE AND EFFECT

12. This policy shall come into full force and effect upon adoption by Council.

SUPPORTING REFERENCES

Employee Code of Conduct Policy
Harassment and Respectful Workplace Administrative Directive
Disciplinary Guidelines Administrative Directive
Timesheet Submission & Approval Administrative Directive
Leave of Absence Administrative Directive

APPENDIX

Appendix "A", Request for a Participation Assignment to a Major Games

HISTORY OF AMENDMENTS

<u>Date of Council Decision</u>	<u>Resolution Number</u>	<u>Description</u>

APPENDIX A

Request for a Participation Assignment to a Major Games (During scheduled work time)

This form must be completed and submitted to your immediate supervisor at least two weeks prior to the start date of the proposed Major Games activity. Where applicable, time sheets must be completed with proper coding after the work is completed.

Please print legibly.

Employee Name:	
Department:	
Major Games:	

Role	Activity/Sport	Date	Time	Location
<i>Example: ski coach</i>	<i>Cross country skiing</i>	<i>March 3, 4, 5</i>	<i>8am to 5pm</i>	<i>Whitehorse Nordic Centre</i>
<i>Member of Team Yukon Contingent (Coach, Athlete, Official, Mission Staff, etc.)</i>				
<i>An employee involved in the planning, staging, organizing, of the Games and/or test events.</i>				
<i>Other (please describe)</i>				

Signed by:

Employee
Date

Approved by:

Manager/Supervisor
Date