

## POLICY

Employees who wish to volunteer their time and skills in a recognized Arctic Winter Games role (Planners, Administrators, Operations and Athletes) are encouraged to request up to 22.5 hours of paid time off to facilitate their representation of the college and their support of this event in our northern community.

### Criteria

Subject to operational requirements, *indeterminate and sessional employees, who are not participating in another type of paid or unpaid leave*, are encouraged to request this Leave.

Considered for this leave;

**Category 1**-planning Volunteers (applies only when the Games are taking place in Whitehorse.)

**Category 2** – Games Volunteers (volunteers providing general assistance, e.g., logistical support, security, event roles, driving athletes/officials)

**Category 3** – Athletes, Officials and Coaches (participants in the Games)

Category 1- Planning Volunteers, will discuss the proposed role with their supervisor, if the role is consistent with the employee's career development and may be managed without negative impact to their College responsibilities; the role shall be considered part of their work duties. If the Games responsibilities begin to, or are anticipated to impact other College related responsibilities the employee will review the situation with their team leader to mitigate operational impacts. Planning responsibilities will not normally require time off prior to the Games as the role is considered part of the employee's total responsibility.

Time off during the week of the games will require pre-approval, contingent on operational requirements and must be an extension of the networking responsibilities of the College's representative in managing our sponsorship. A maximum of 22.5 hours may be granted under this category. This category will only apply to Games being hosted in Whitehorse.

Category 2- Games Volunteers will discuss the proposed role (volunteers providing general assistance, e.g., logistical support, security, food preparation, taking tickets, driving athletes/officials) with their supervisor. Subject to operational requirements and the provision of equal opportunity for all team staff to volunteer, employees will receive authorization for taking paid time off, during hours they were normally scheduled to work, up to a maximum of 22.5 hours during the week of the games.

This category will only apply to Games being hosted in Whitehorse.

Category 3 Games officials and Coaches will discuss their role with their supervisor.

Subject to operational requirements, employees will receive authorization for taking paid time off, during hours they were normally scheduled to work, up to a maximum of 22.5 hours during the week of the games.

This category will apply to Arctic Winter Games, regardless of the host community, up to a maximum of 22.5 hours.

## **BOARD GOVERNING POLICIES**

Board Policies as outlined in the Board Policy Handbook

Yukon College Strategic Plan 2008-2013

## **GOVERNING LEGISLATION AND RELEVANT DOCUMENTS**

None

## **PROCEDURES**

1. If an employee wishes to receive such paid time off, he/she should complete a Leave Request Form, signed by their supervisor and submit to Human Resources up to 2 weeks prior to the volunteer assignment in order to facilitate equal opportunity to access the leave in the department.
2. Employees are responsible for submitting proof of their volunteer assignment for benefit audit purposes. This confirmation is to be submitted by the employee to Human Resources within two weeks of volunteering to be eligible for pay. Failure to provide confirmation of AWG Volunteer role would result in change of leave code to "Other Leave".

### **Approval Process**

- Employees must complete the standard Yukon College Leave Request Form showing the requested time off, supported by confirmation of their voluntary participation from a member of the Games Committee. (Documentation for audit

purposes is the responsibility of the employee. An e-mail from the volunteer's Arctic Winter Games Official outlining time requirements or time volunteered must be provided within two weeks of the completion of the games.)

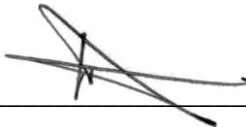
- The employee's immediate team leader must ensure equal access to this special leave, must not jeopardize the uninterrupted operation of the College and the educational services to our students. This agreement will be recorded by signing the Leave Request Form.
- Employee researches volunteering opportunity with the Arctic Winter Games *Organizing Committee*.
- Employee discusses the opportunity and time commitment with their Team Leader to assess operational and educational impact. Team leader has final authority to approve. (Disagreements will be arbitrated through the College's existing *Dispute Resolution Policy*.)
- Team Leader provides the *Approved / Denied* Leave Form to HR for input to time recording system.
- HR provides employee with a *thank-you letter to the employee for offering their skills and time to a College sponsored event and reminding the employee of their responsibilities as a paid representative of the College*.

### Assessment Process

- Employee completes volunteer Feedback Form to his / her Team Leader.
- Team Leader consolidates employee Feedback Forms and completes a Departmental Post Mortem Assessment.
- All Departmental Assessments are reviewed by the Senior Executive responsible for the Arctic Winter Games and reports accordingly to Senior Executive Committee and Arctic Winter Games Organizers.



**AUTHORIZATION**

Approved by the President \_\_\_\_\_  \_\_\_\_\_ (signature)

On January 13 2012 \_\_\_\_\_ (date)

**B. FORMS**

*Yukon College Leave Request Form*