

# Public Service Commission

## Annual Report 2015/16



**Doing what matters.**

comes with the territory



**Contents**

A message from the Public Service Commissioner..... 3

About the Public Service Commission..... 4

Yukon Public Service Commission Organization Chart..... 5

Public Service Commission Branches..... 6

2015/16 Year-end Expenditure Report..... 8

PSC Strategic Plan – Activity Report for 2015/16..... 9

Appendix A: Yukon government employee population and staffing..... 17

## A message from the Public Service Commissioner

Our focus for this past year has been to: build and strengthen partnerships with our clients in providing human resource services; promote a diverse workforce that is representative of the Yukon public; implement a corporate approach to health, safety and disability management; and attract, develop and engage talented people to provide high quality public service.

2015/16 has seen significant progress in PSC's efforts to increase efficiencies in the delivery of HR functions for the Yukon government. Working in close collaboration with our HR partners in all departments we have moved ahead with some important changes that will make it easier for the Yukon government to process our HR transactional work. This work is foundational to the success of the HR Sustainability Initiative with the goal of positioning the organization to be able to provide strong strategic HR services to all departments. Of particular note is the progress made on key HRSI projects including: the move toward automation of time, labour and leave transactions; the centralized recruitment and certification project; and the streamlining of our job classification process.

Other major projects of note in 2015/16 include:

- The Yukon government government's online recruitment system underwent an upgrade and an important integration with our HR management system. These IT improvements will make it easier for people to apply on Yukon government jobs and will increase the efficiency of the recruitment process.
- We successfully negotiated a new collective agreement with the Yukon Teacher's Association and pre-bargaining negotiations with the Yukon Employees Union were successfully completed.
- A new Employee and Family Assistance Program was launched and includes expanded options for professional short-term counselling services for YG employees.
- The launch of a pilot talent management project designed to identify and develop the leadership competencies of promising Yukon government employees so that as an organization we can fill openings at successively higher levels of the organization.

In September 2015, I was very proud to host Public Service Commissioner's from across Canada in Whitehorse for the annual PSC Conference. This event was a great opportunity to learn from the experiences of other jurisdictions, and showcase the great work of our organization.

Thank you to all employees in the Public Service Commission and across YG's HR community for your ongoing commitment, professionalism and excellent work. It continues to be an honour work with you.



Jim Connell  
Public Service Commissioner

# About the Public Service Commission

## **Our Mission:**

Together with our clients, we provide effective and timely services and explore innovative human resource solutions leading to public service excellence.

## **Our Vision:**

Promoting and modeling excellent human resource practices.

## **Our Values:**

Integrity, accountability, respect and unity in purpose.

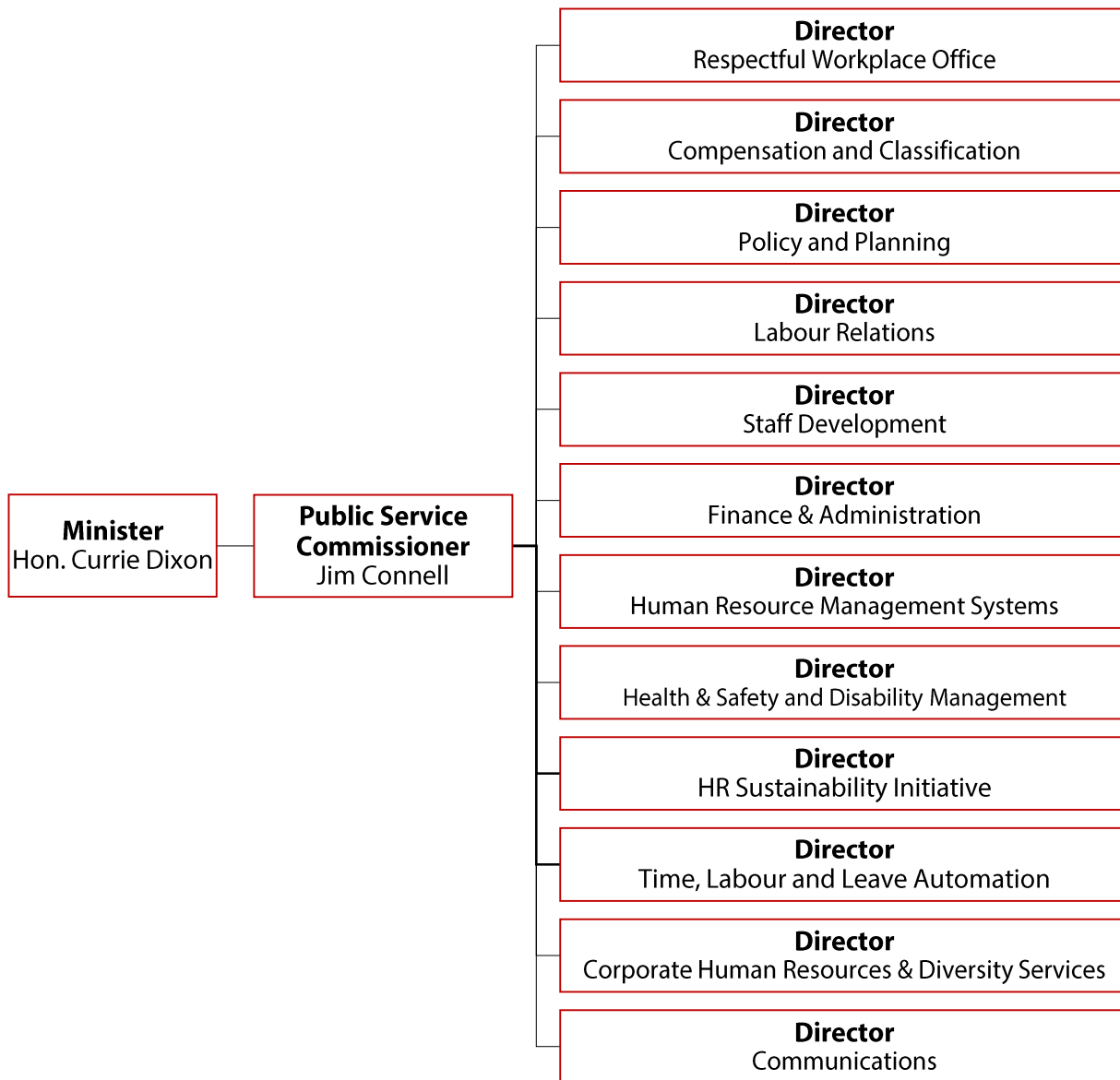
## **Who We Are**

The Public Service Commission (PSC) represents the Yukon government as employer and provides human resource advice and related support services to other Yukon government departments and employees. We establish and maintain human resource policies and legislation and act as the employer on behalf of the government.

Under the *Public Service Act*, the Public Service Commission has authority and responsibility to develop, maintain, administer and supervise a qualified and efficient public service. This includes collective bargaining, classification of positions, pay and allowance, appointments, transfers, suspension and dismissal, political leave, lay-offs and contracts of employment.

The Act allows the PSC to delegate authority to departments through an Appointment Delegation Accountability Agreement. In practice, most Yukon government appointments (hires) are carried out by departments under the authority of delegation agreements.

# Yukon Public Service Commission Organization Chart



The Public Service Commission directors are also members of the Human Resource Management Advisory Committee (HRMAC). HRMAC includes human resource directors and managers in all Yukon government departments and crown corporations.

# Public Service Commission Branches

## Finance and Administration

The branch provides financial and administrative services to the Public Service Commission including budget management, space planning, records management, privacy management, systems support and access to information requests. The branch supports the office of the Public Service Commissioner, and also administers two corporate programs: the Employee Leave and Termination Benefits Account; and payments to the Workers' Compensation Health and Safety Board.

## Corporate Human Resources & Diversity Services

The branch provides corporate recruitment and staffing support for all Yukon government departments, including but not limited to E-recruitment, the government's electronic job application and management system. The branch provides direct human resources support within the Public Service Commission, delivery of American Sign Language interpretation service for Yukon's Deaf community, and facilitates the GradCorps internship program for recent Yukon graduates. The branch is also responsible for planning, supporting implementation of and reporting on the *Final Agreement – Representative Public Service Plan*, and provides information, services, and programs to increase the representation of persons with disabilities in the public service.

## Compensation & Classification

The branch provides professional and integrated classification, compensation, and pay and benefit administration services to support fair, equitable and consistent compensation for Yukon public service employees. The branch also administers the terms and conditions of employment for management employees.

## Labour Relations

The branch represents the government as employer in collective bargaining with the Yukon Employees' Union and the Yukon Teachers' Association, administers grievance and appeals procedures, and assists employees and departments in interpreting our collective agreements and other terms and conditions of employment. The branch also coordinates the annual Long Service Awards on behalf of all departments.

## Human Resource Management Systems

The branch maintains and provides support for corporate Human Resources Management Systems (HRMS) which help the government appropriately manage and access human resources data and information. While this is primarily accomplished utilizing well-known, trusted industry applications (PeopleSoft), the branch also adds and develops additional components to help meet clients' needs.

## Policy and Planning

The branch develops and maintains corporate human resource policies, facilitates strategic human resource planning for the Public Service Commission, and provides ministerial support before, during and after sittings of the Yukon Legislative Assembly.

## **Communications**

The branch supports the overall presentation and promotion of corporate human resource policies, programs and initiatives to audiences both within and outside the Yukon government. It also supports an Employee Wellness program, coordinates and administers the biennial YG employee engagement survey, and coordinates the Premier's Award of Excellence program. In 2016 the Premier's Award event, which was historically held in the fall, was rescheduled to coincide with national Public Service Week which is recognized annually, in June.

## **Staff Development**

The branch supports an effective public service by offering training and development opportunities for employees. The branch works to ensure the organization is a healthy and desirable place to work and the public service is effective through leadership development and talent management initiatives. Organizational Development professionals provide advice and support to senior leaders, departments and branches on change management, organizational design and human systems and strategy.

## **Respectful Workplace Office**

The branch assesses concerns about disrespectful conduct in the workplace and determines and manages the appropriate process(es) to help address those concerns through the implementation of the corporate Respectful Workplace Policy (GAM 3.47). Using a collaborative approach to help resolve conflict and address disrespectful workplace behavior, the branch provides training and education, coaching, mediation and facilitated discussions, work group conflict assessment, and group facilitation.

## **Health, Safety & Disability Management**

The branch provides corporate leadership on disability management and corporate health and safety. It also coordinates the Employee and Family Assistance and Critical Incident Stress Management programs. The Disability Management Unit works with departments and employees to address medical

# 2015/16 Year-end Expenditure Report

Public Service Commission: Expenses for the fiscal year ending March 31, 2016, showing comparison to 2015.

<b>Expenses</b>	<b>2015/16</b>	<b>2014/15 restated</b>	<b>Increase (Decrease)</b>
<b>Operations and maintenance</b>			
Finance and administration	1,061,605	968,809	92,796
Corporate Human Resources & Diversity Services	2,331,474	2,263,533	67,941
Compensation and Classification	2,271,214	2,098,133	173,081
Labour Relations	1,454,843	1,307,396	147,447
Workers' Compensation Fund	5,279,560	4,904,705	374,855
Human Resource Management Systems	934,848	897,400	37,448
Policy, Planning and Communications	780,059	744,090	35,969
Employee Future Benefits	23,434,740	21,193,882	2,240,858
Staff Development	2,178,370	2,223,380	(45,010)
Respectful Workplace office	748,563	687,104	61,459
Health, Safety and Disability Management	2,194,849	2,230,101	(35,252)
	<u>\$42,670,125</u>	<u>\$39,518,533</u>	<u>\$3,151,592</u>
<b>Capital</b>			
Finance and Administration	\$197,273	\$149,506	\$47,767
Corporate Human Resource Staffing	17,000	5,331	11,669
Staff Development	5,129	10,970	(5,841)
Health, Safety and Disability Management	9,839	8,327	1,512
	<u>229,241</u>	<u>174,134</u>	<u>55,107</u>
Less acquisition of tangible capital assets		(10,140)	10,140
	<u>229,241</u>	<u>163,994</u>	<u>65,247</u>
Amortization Expenses	6,714	6,710	4
	<u>235,955</u>	<u>170,704</u>	<u>65,251</u>
<b>Total PSC Expenses</b>	<u>\$ 42,906,080</u>	<u>\$ 39,689,237</u>	<u>\$ 3,216,843</u>



# PSC Strategic Plan – Activity Report for 2015/16

In 2015/16, the work of the Public Service Commission was guided by the goals and objectives laid out in the PSC Strategic Plan (2011-16), and the Final Agreement – Representative Public Service Plan (2011–16).

The PSC Strategic Plan has three goals that are unique to the department and three corporate goals that are key government initiatives shared by all departments.

## **Department goals:**

1. Being a valued and welcome partner with our clients in the provision of human resources services.
2. Promote workplace diversity to better reflect the make-up of Yukon society and develop a culture within the Yukon government that welcomes diversity.
3. Implement a corporate approach to wellness, health and safety and disability management focused on prevention of illness and injuries and on early and safe return to work.

## **Corporate goals:**

4. Attract, develop and engage talented people to continue to provide high quality service to the public.
5. Practice open, accountable and fiscally responsible government.
6. Advance strategic corporate initiatives through interdepartmental cooperation.

## Department Specific Goals

### **GOAL 1: Being a valued and welcome partner with our clients in the provision of human resource services.**

#### **OBJECTIVE 1.1: Lead a corporate initiative on behalf of all departments to improve the effectiveness and efficiency of HR processes.**

##### Highlights:

Under the HR Sustainability Initiative In an effort to enhance the efficiency of transactional HR processes before substantively proceeding on other strategic HR items, YG has made significant advances in these areas:

- **Automation of time, labour and leave transactions:** A pilot Time, Labour and Leave Management (TLL) System commenced in July 2015, with various employee groups successively enrolled into the pilot throughout 2015. The final pilot employee group was successfully enrolled in March 2016. A YG-wide roll-out of the automated system is on track to be completed March 2017. In collaboration with the HR community, training materials and support will be provided in the roll-out.
- **Streamlining the job classification system:** Successful efforts were made to develop a pool of local arbitrators to hear and address classification-decision appeals. Four arbitrators were selected and approved by PSAC and YG. This is expected to result in more appeals being handled, on a timelier basis.
- **Centralized Recruitment and Certification:** PSC in partnership with departmental HR branches, continues to test and implement centralized recruitment and certification of common administrative positions, and expand centralized staffing to other job types. Centralized staffing of administrative positions (AR06 through to/including AR09) has been in place since January 2015, and for human resource management positions (HRCI and HRCII levels) since September 2015. A preliminary assessment report on the centralized approach to staffing was completed in October 2015, and modifications are currently being made to improve the process and ensure staffing processes are efficient. There is government-wide support for program continuation and possible program expansion to encompass other common positions and/or transactional staffing activities.
- **Human Resource Consultant (HRC) series:** The HRC series was developed with full implementation across YG on October 1, 2015. The series consists of 3 standardized job descriptions (HRCI-III), and currently, two Job Profiles (HRCI and HRCII). A draft HRCIII job profile has also been prepared; this will be further developed as/when needed to staff a vacancy (no HRCIII positions were established in 2015/16). The HRCI and HRCII position descriptions and job profiles commenced being used for centralized recruitment purposes in September 2015; by October, all existing, affected HR positions/staff were operating under the new series with standardized titles, job descriptions and classifications. Going forward, PSC will be exploring development of generic position descriptions for other common YG positions (e.g. policy, communications).

PSC continues to work on an adaptive plan to implement a phased approach to delivering shared services for managing time, labour and leave transactions and for centralizing recruitment of positions that are common across government. Some corporate training in business process improvement and change management has been delivered for the YG HR community. Work continues in these areas into 2016/17.

**OBJECTIVE 1.2: Build effective working relationships with departments, based on credibility and trust.**

Highlights:

Following consultation and collaboration with departments PSC developed and revised corporate human resource policies and guidelines.

- The following (new or revised) were developed, reviewed, approved and implemented:
  - Underfill Appointments Guidelines
  - Staffing Monitoring and Review Guidelines
  - Occupational Health Evaluation Guide
  - Respectful Workplace Policy
  - Candidate Credentials Guidelines
- The following (new or revised) were developed and are pending review and/or approval:
  - Exemption from Competition Guidelines
  - Interview and Relocation Directive
  - Respectful Workplace, Procedures
  - Temporary Assignment Guidelines

**OBJECTIVE 1.3: Model strong client service attitudes, supported by systems, training, coaching and feedback.**

Highlights:

- PSC continues to reward and recognize staff who demonstrate strong client service attitudes. Directors and staff regularly recognize staff accomplishments through mechanisms such as the PSC Blog, employee recognition program, branch presentations, and recognition on retirements.
- A new PSC Social and Wellness Committee has been established.
- PSC delivered two conflict management workshops using teleconference technology to broaden access to respectful workplace training. The department has also been working collaboratively with the Department of Community Services (Emergency Medical Services (EMS)) to utilize EMS's on-line learning system as a potential vehicle for future delivery of on-line respectful workplace training.

**OBJECTIVE 1.4: Further develop PSC as a collaborative team internally, to become leaders in service.**

Highlights:

- The PSC intranet, blog, discussion board, weekly email newsletter and branch staff meeting all continue to be used to provide PSC staff with up to date information about their department and colleagues, as well as information on activities and events that contribute to engagement and wellness.
- An All-Staff meeting held in December 2015 also provided an opportunity for end-of-year gathering and celebration.
- An Integrated Case Management Committee (ICM) was re-established with refined Terms of Reference to further develop the integrated case management process. The committee meets regularly to review and discuss issues related to the management of complex cases.

- The new Finance and Administration Working group meets monthly to discuss a variety of finance and administration procedure/related matters. PSC facilitated HPW delivery of training to the working group on the Procurement Directive, and RFP preparation.
- The Organizational Development branch organized training in 'Financial Management in Government', delivered by the University of Regina.
- PSC Interbranch working group that meetings regularly to discuss issues that involve multiple branches, to ensure consistent advice that is supported and operable by all branches.

## **GOAL 2: Promote workplace diversity to better reflect the make-up of Yukon society and develop a culture within the Yukon government that welcomes diversity.**

### **OBJECTIVE 2.1 Implement the Final Agreement - Representative Public Service Plan (FA-RPSP).**

#### Highlights:

- PSC continues to work closely with all self-governing Yukon First Nations and YG/departments to implement the strategies identified in the FA-RPSP.
- In 2015/16, the bilateral FA-RPSP working group was expanded to include First Nation governments' human resources, employment and training, and education representatives, as well as representatives of the Department of Education, Council of Yukon First Nations, and Canada. Yukon College was also invited to participate.
- Examples of some specific training and cross-capacity development initiatives include:
  - development and implementation of a guideline governing FN Government employee access to PSC-training opportunities;
  - assumption of training-related responsibilities under the Kwanlin Dun Intergovernmental Accord;
  - initiation of planning for a conference aimed at Emerging First Nation Leaders both within Yukon Government and First Nation Governments.
- In January 2016, the Premier and PSC Minister sent a joint-letter to the 11 self-governing First Nations committing the YG to continued implementation of the FA-RPSP.

### **OBJECTIVE 2.2 Support and encourage departments to promote and value diversity.**

#### Highlights:

- A draft Representative Public Service Plan for People with Disabilities has been prepared with some early input by PSC's Disabilities Advisory Committee (comprised of representatives of various disabilities-related NGOs). The draft Plan consists of a strategy and a comprehensive operational component.
- PSC delivered a 'blanket exercise' workshop four times in 2015/16 to increase Yukon Government employees' awareness and understanding of the impact of colonialism on Indigenous people in general and Aboriginal employees in particular.

**OBJECTIVE 2.3: Identify tools and opportunities to increase the diversity of representation within the Yukon government workforce.**

Highlights:

- 2.3.1 PSC continues to work with the HR community to review and amend current staffing processes (e.g. exemptions; underfills) to increase representation of target groups. See policies and guidelines developed/revised under Objective 1.2.
- PSC conducted a jurisdictional scan of initiatives undertaken by other public sector employers to promote multiculturalism, diversity and inclusiveness in the workplace.
  - A review of the GradCorps Program is in process.

**Goal 3: Implement a corporate approach to wellness, health and safety, and disability management focused on prevention of illness and injuries, and on early and safe return to work.**

**OBJECTIVE 3.1: Develop and implement a corporate approach to promoting employee wellness.**

Highlights:

- A corporate Wellness blog was established and new articles with information and resources related to physical, mental and workplace are posted weekly. Guest bloggers regularly post including the Chief Medical Officer of Health for Yukon and counsellors from the Alcohol and Drug Services branch with HSS. The blog is featured on the homepage of the corporate intranet.
- A workshop, organized by the Mental Health Association of Yukon, called *Living Life to the Full* was piloted for YG human resources staff with the possibility of extending to the wider YG employee population.
- PSC facilitated a Think Tank to initiate interdepartmental discussions on workplace psychological health and safety and the related national Standard developed by the Canadian Mental Health Commission of Canada.
- PSC staff have obtained some related training, and are working to develop a cross-government inventory of initiatives that (may) address elements of the national standard on psychological health and safety. The inventory will help inform related discussions and decisions on priorities, going forward.
- The new Employee and Family Assistance Program (EFAP) (including Critical Incident Stress Management (CISM) service) has been implemented and promoted with training, brochures, posters and webpages on public site and intranet. EFAP and CISM have been extended to select first responder volunteers and contractors (Community Services/Protective Services Division) who have been using the service. EFAP extension to these individuals is contingent on their exposure to traumatic situations in the course of their work, with the EFAP efforts aimed at addressing matters associated with the volunteer or contract work. Families may be involved in the EFAP counseling process for these volunteers/contractors.
- Great-West Life's early referral and workplace services have been integrated into the disability management process and implemented and promoted within the HR community and disability management unit. YG employee communication methods included a global note and information posting on the corporate intranet.

**OBJECTIVE 3.2 Complete and fully implement the corporate framework for disability management, focusing on early and safe return to work.**

Highlights:

- The legal review of the guidelines and procedures to address mental health disabilities and substance abuse has been completed. Draft documents have been developed and are undergoing review by the Disability Management Leadership Committee.
- PSC has facilitated mental health training for managers and supervisors via the Mental Health Association of Yukon.
- The revised Disability Management Framework and associated guidelines have been prepared and are undergoing review by the Disability Management Leadership Committee.

**OBJECTIVE 3.3: Fully implement the corporate framework for health and safety management.**

Highlights:

- A corporate system to manage safety risk and hazard assessments has been successfully implemented, and a new module to manage incidents has been purchased; Onboarding of departments is ongoing.
- The PSC Health and Safety Plan was reviewed and updated. PSC also helped to support the Department of Highways and Public Works and Yukon Liquor Corporation, in addressing all required system elements in their Health and Safety plans. Initial contact was also made with Finance toward providing similar support to that department.
- PSC provided support to five other departments (Executive Council Office, Justice, Environment, Health and Social Services, and Yukon Housing Corporation) on specific elements of their health and safety management systems.
- PSC also provided a range of general support to YG departments, such as provision of referrals, responding directly to enquiries, and/or through active participation in various departmental health and safety-related activities.
- PSC has streamlined the Corporate Health and Safety website to be more readable, have less repetition and added an interactive training calendar.

## Corporate Goals

### **Goal 4: Attract, develop and engage talented people to continue to provide high quality service to the public.**

#### **OBJECTIVE 4.1: Support effective recruitment and retention through timely and transparent processes with a client-centred approach.**

##### Highlights:

- The E-Recruitment system was upgraded and integrated with PeopleSoft (February 2016).
- The YG Core Competency Framework was implemented in October 2015 and communicated to all YG employees (via global notes, website information, and posters). YG has commenced using competencies in staffing (recruitment) and performance planning. Training on the use of the framework has been ongoing and will continue to be offered in 2016/17 to HR, managers and YG employees.
- A Talent Management Framework to identify and develop leaders within Yukon government has been developed and a pilot program called *Leadership Pathways* has commenced. The pilot is slated to conclude in 2016/17.
- PSC is working closely with the Yukon Bureau of Statistics, BC Statistics, and a consulting firm that specializes in organizational development and employee engagement, to develop the survey tool and prepare for fielding in mid-May 2016. Reporting of results will occur in late 2016.

#### **OBJECTIVE 4.2: Develop a platform of best practices in recruitment and retention with an emphasis on active recruitment of under-represented groups of Yukon.**

##### Highlights:

- PSC continues to provide employment-related programs (e.g. Aboriginal Recruitment and Development Program, Auxiliary on Call Program, Training on the Job) for Aboriginal employees and employees with disabilities. See also: 2.1
- The Aboriginal Employees Forum (AEF) is active and continues to provide YG employees with networking opportunities, information, and cultural support. The Aboriginal Employees Award of Honour celebration was successfully held in November, 2015.
- A facilitated conversation was held with AEF members to identify training needs for 2016/17. Courses (e.g. 'Crucial Conversations'; and 'Flourishing') were also offered in 2015/16 based on a needs assessment in December 2014.
- Planning was initiated for a Conference aimed at emerging First Nation Leaders both with the Yukon government and within First Nation governments.
- See related highlights under Objectives 2.2 and 2.3.

## **Goal 5 Practice open, accountable and fiscally responsible government.**

### **OBJECTIVE 5.1: Exercise sound financial and information management and planning in the delivery of service to Yukoners.**

#### Highlights:

- PSC has developed and implemented a system solution to address challenges associated with inputting pension-related data into the federal pension system. The system was further developed to enable manual entry of employee salary, status, and leave without pay information.
- PSC also established a memorandum of understanding with the federal government, effective to November 30, 2017, to enable continuation of PSC's practices associated with processing leaves without pay that do not exceed 30 days.
- Tools and expertise in utilizing the SenseMaker tool are being developed. PSC is using SenseMaker to conduct 360 leadership surveys for the (pilot) *Leadership Pathways* program (see highlights under Objective 4.1)

## **Goal 6 Advance strategic corporate initiatives through interdepartmental cooperation.**

### **OBJECTIVE 6.1: Engage and contribute to strategic corporate initiatives relating to PSC's mandate and core program/service responsibilities**

#### Highlights:

- A new collective agreement with the YTA was ratified in June 2015. The agreement was achieved within mandate parameters, while maintaining a positive overall relationship with the YTA.
- An Essential Service Agreement was successfully negotiated with the Yukon Employees Union (completed October 2015).
- Pre-bargaining negotiations with the Yukon Employees Union were successfully completed in November 2015.
- In collaboration with the French Language Services Directorate, developed and implemented the Bilingual Staffing Guidelines in February 2016.
- PSC's emergency plan was reviewed and updated, resulting in a:
  - new Departmental Emergency Plan (main plan);
  - new PSC Pandemic Plan, and two related documents (Pandemic Human Resource Management Team (PHRMT) Terms of Reference, and PHRMT Procedures);
  - new departmental Business Continuity Plan (with further refinement work planned for 2016/17);
  - new PSC Emergency Communications Plan.
  - An IT Disaster Recovery Plan is in development-progress.
  - The department's Health and Safety Plan was also reviewed and updated.
- The new *Public Interest Disclosure of Wrongdoing Act* was proclaimed into force June 15, 2015. Extensive pre and post-proclamation implementation facilitation activities, and communications, with key stakeholders and employees occurred. PSC worked with the Ombudsman to facilitate co-ordinated communications planning and materials.



# Appendix A: Yukon government employee population and staffing

## Number of employees and FTEs

Number of employees and FTEs (calculated as full-time equivalents) as of March 31, 2016<sup>1</sup>

Department	Number of Employees (on March 31, 2016)	Full-time equivalent counts <sup>2</sup> (1st quarter 2016)
Community Services	361	258.1
Economic Development	58	52.1
Education	1,123	1,087.1
Energy, Mines and Resources, and YDC	302	270.5
Environment	261	194.9
Executive Council Office	120	100.0
Finance	58	54.5
French Language Services Directorate	17	13.8
Highways and Public Works	933	784.5
Health and Social Services	1,322	964.5
Justice	305	273.5
Legislative Assembly and Elections Yukon	12	11.7
Public Service Commission	119	97.6
Tourism and Culture	154	85.9
Worker's Compensation Health and Safety	84	75.1
Women's Directorate	8	6.4
Yukon Housing and Yukon Lotteries	84	73.5
Yukon Liquor Corporation	75	57.7
Sum of Department Counts	5396	4,461.4
Total unique employees (YG)	5354	

<sup>1</sup> Number of FTEs does not include Judges, Elected Members, Employees in the HeadStart Program, Order-in-Council appointees, Justices of Peace, Co-Op Students, Student Hires, Substitute Teachers, MLA & JD Pensioners, employees on leave without pay (LWOP) for 2 years or more.

<sup>2</sup> Full-time equivalents (FTE) counts hours worked, not employees or jobs. It is a measure of the workforce that takes part-time employees into account. FTEs are determined by dividing working hours (excluding overtime) for all employees by standard full-time hours. The FTE count includes all employees who are actively working or on paid leave. FTEs are counted as full-time equivalents on a quarterly basis.

## Staffing Activity Report

All recruitment to the Yukon public service is based on merit, which the *Public Service Act* defines as: “The knowledge, abilities, and suitability of a person in relation to the requirements for a position or for employment as a casual, as the case may be.” There are multiple options departments may use when recruiting for Yukon public service positions, including:

- competitions
- eligibility list hires (from an established list on prior competitions)
- job experience programs (include STEP, GradCorp, Y2C2)
- direct hires (for short-term casuals, auxiliary on-calls, new seasonal auxiliary hires and recalls, and reinforcement workers)
- exemptions
- transfers

### Staffing Activity, 2011-2016<sup>3</sup>

	2015/16	2014/2015	2013/2014	2012/2013	2011/2012
Competitions	519	534	581	553	548
Eligibility list hires	216	266	256	235	128
Job Experience Program Hires	113	54	86	40	32
Direct Hires <sup>4</sup>	1062	994	1122	867	757
Exemptions	136	92	110	96	102
Extensions <sup>5</sup>	441	403	450	368	348
Transfers	35	20	3	5	6
<b>Total Staffing Actions</b>	<b>2515</b>	<b>2363</b>	<b>2608</b>	<b>2164</b>	<b>1921</b>

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<sup>3</sup> Does not include teachers

<sup>4</sup> Direct Hires Includes: Casuals, Auxiliary On-Calls, Seasonal Auxiliary New Hires/Recalls, and Reinforcement Workers

<sup>5</sup> Extensions Includes: Casuals, Seasonal Auxiliaries, and Terms

## Exemptions

All departmental staffing exemption requests must be submitted to the Public Service Commission, Corporate Human Resource Staffing branch for review and approval. Exemptions may be considered if they are:

- Under the Employment Equity Policy (Aboriginal, Yukon First Nations, or persons with Disabilities);
- For a workplace accommodation or reintegration;
- Part of a negotiated agreement (e.g. union settlement); or
- Regular: where a department can rationalize it is in the best interest of the public service (e.g. difficult-to-fill position).

The Public Service Commission considers factors such as existing employment trends, provisions of reasonable access to opportunities for appointment for employees and the public, and the needs of individual employees who have priority entitlement (e.g. layoff, accommodation, etc.).

## Exemption Types

Exemption Type	2015/16	2014/2015	2013/2014	2012/2013
Regular Exemption	82	48	48	50
Employment Equity	26	24	34	29
Workplace Accommodation	12	8	17	13
Other	16	12	11	4
Total	136	92	110	96 <sup>6</sup>

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<sup>6</sup> Excludes 10 Exemption Requests that were cancelled.

## Staffing Activity by Department, 2015/16

Department	Competitions	Job Experience Program	Eligibility List Hires	Direct Hires	Exemptions	Extensions	Transfers	Total
Community Services	41	23	16	143	11	79	1	314
Corporations <sup>7</sup>	15	0	4	38	1	29	2	89
Economic Development	11	0	1	4	2	6	1	25
Education	39	3	4	44	16	21	0	127
Energy, Mines & Resources	37	9	12	50	4	24	1	137
Environment	29	27	1	119	3	67	2	248
Executive Council Office <sup>8</sup>	19	7	5	23	6	22	0	82
Finance	8	0	3	4	1	5	0	21
Health & Social Services	153	10	102	185	41	31	15	537
Highways & Public Works	87	7	28	329	30	106	9	596
Justice	38	7	35	36	11	26	1	154
Legislative Assembly/Elections	0	1	0	1	0	0	0	2
Public Service Commission	19	0	4	16	6	3	0	48
Tourism & Culture	15	15	0	51	1	18	2	102
Women's Directorate	2	1	0	2	0	0	0	5
YWCHSB	4	3	1	10	3	4	1	26
All Yukon Government (CRC)	2	0	0	0	0	0	0	2
<b>Total</b>	<b>519</b>	<b>113</b>	<b>216</b>	<b>1055</b>	<b>136</b>	<b>441</b>	<b>35</b>	<b>2515</b>

<sup>7</sup> Includes: Yukon Lotteries, Yukon Liquor Corporation, Yukon Housing Corporation

<sup>8</sup> Includes: French Language Services

