



<b>Title: TEMPORARY EMPLOYMENT PROGRAMS</b>		<b>Number: 8004</b>
<b>Reference:</b>	<b>Adopted by City Council:</b> November 18, 1985	<b>Supersedes:</b>
<b>Prepared by:</b> HUMAN RESOURCES DEPARTMENT		

## STATEMENT

THE CITY OF MEDICINE HAT WILL TAKE ADVANTAGE OF TEMPORARY EMPLOYMENT PROGRAMS SPONSORED BY THE FEDERAL GOVERNMENT OF CANADA AND/OR THE GOVERNMENT OF THE PROVINCE OF ALBERTA.

## PURPOSE

1. To encourage City departments to maintain a high level of service.
2. To encourage City departments to provide services and programs beyond the basic levels supported by the municipal budget.
3. To provide employment for local citizens.
4. To establish clear procedures concerning the relative roles of permanent staff and temporary staff.

Policy 8004 – Temporary Employment Programs		PROCEDURE
Authority:	Adopted by City Council: November 18, 1985	Page 2 of 2

## 1. DEFINITIONS

### 1.01 Temporary Employment Programs (T.E.P.)

Short term, job creation programs sponsored and funded by the Federal Government of Canada and/or the Government of the Province of Alberta, e.g. Summer Temporary Employment Program (S.T.E.P.), Priority Employment Program (P.E.P.) and Summer Experience Development (S.E.E.D.).

## 2. RESPONSIBILITIES

### 2.01 Personnel Services Department

- (a) Disseminate information and application forms on all Temporary Employment Programs to Commissioners and Department Managers.
- (b) Co-ordinate T.E.P. applications and the prioritizing of applications where necessary, for all City departments.
- (c) Recruit or assist with the recruitment of T.E.P. employment staff, depending upon the arrangement with the originating department.
- (d) Provide payroll services for all City T.E.P. staff.
- (e) Co-ordinate T.E.P. evaluations for all City departments.
- (f) Complete reimbursement claim forms and forward to the appropriate government departments.

### 2.02 City Departments

- (a) Identify appropriate tasks/projects.
- (b) Initiate T.E.P. applications.
- (c) Co-operate with the Personnel Services Department in the recruitment of T.E.P. staff.
- (d) Provide the Personnel Services Department with all necessary payroll-related information e.g. appointments, terminations, time sheets, etc.
- (e) Supply the Personnel Services Department with the General Ledger numbers for the grant revenue received for each project.

### 2.03 Department Managers

- (a) Supervise all departmental activities or programs involving T.E.P. employees.
- (b) Recommend T.E.P. applications to their Commissioner.
- (c) May designate a departmental staff-person to co-ordinate T.E.P. matters.
- (d) Ensure that T.E.P. staff are provided with entitlements outlined in Part 3.05 of this policy.
- (e) Co-ordinate T.E.P. evaluations within their department.

### 2.04 Commissioners

- (a) Review and give final approval to T.E.P. applications within their area of responsibility.
- (b) May designate a divisional staff person to co-ordinate T.E.P. matters.
- (c) Ensure that the budget appropriations are adequate to cover any related expenses not included in the grant funding for the programs.

## 3. PROCEDURES

- 3.01 On a regular and systematic basis City departments will identify tasks/projects which are appropriate for T.E.P. staff. These tasks/projects:

This policy is subject to any specific provision of *The Municipal Government Act* or other relevant legislation or union agreement.

Policy 8004 – Temporary Employment Programs		PROCEDURE
Authority:	Adopted by City Council: November 18, 1985	Page 3 of 2

- (a) Must not be those normally carried out by regular staff unless allowed by the Program criteria as a wage subsidy or supplement.
  - (b) Should involve services or programs beyond the basic levels supported by the municipal budget.
- 3.02 As Temporary Employment Programs are offered by the Federal or Provincial Governments the City will make application for tasks/projects which have been identified and approved. Applications must be coordinated through the Personnel Services Department.
- 3.03 Wages, employee benefits, supervisory and other costs beyond the levels provided by the Temporary Employment Program funding must be accounted for within the budget of the departments sponsoring the applications.
- 3.04 The following guidelines will apply to the recruitment of T.E.P. staff:
  - (a) Referrals will be sought from the Canada Employment Centre/Hire-A-Student or through such means or agencies specified by the Program.
  - (b) Successful applicants will normally be chosen through a formal selection process, i.e., short-listing, interviews, etc.
  - (c) Priority will be given to suitably qualified candidates who are residents of the City of Medicine Hat.
- 3.05 T.E.P staff are entitled to the following:
  - (a) A job description outlining their duties and responsibilities.
  - (b) Orientation, training and supervision.
- 3.06 Evaluation Process
  - (a) Upon completion of all Temporary Employment Programs, supervisors shall complete the T.E.P. Evaluation Form (see Attachment 4.01) and the Notice of Termination of Employment Form (see Attachment 4.02) and submit these to their department head.
  - (b) Department heads shall forward all completed Forms, along with their comments to their respective Commissioner and to the Manager of Personnel Services.
  - (c) The Manager of Personnel Services shall compile a City-wide T.E.P. Report for the Board of Commissioners upon the conclusion of the specific Temporary Employment Program or on an annual basis if the program is ongoing.
- 3.07 All T.E.P. staff will be registered in and paid through the City's payroll system.

#### 4. ATTACHMENTS

- 4.01 Temporary Employment Program (T.E.P.) Evaluation Form
- 4.02 Notice of Termination of Employment Form

Temporary Employment Program (T.E.P)  
Evaluation Form

Department \_\_\_\_\_ Program \_\_\_\_\_

T.E.P. Project \_\_\_\_\_

Term \_\_\_\_\_ 2\_\_\_\_\_ to \_\_\_\_\_ 2\_\_\_\_\_

Supervisor \_\_\_\_\_

Name(s) of T.E.P. Staff \_\_\_\_\_

\_\_\_\_\_

Work completed/service offered as a result of this project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comment on the quality of the work completed/services offered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Problems encountered with this project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments/recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Supervisor

Comments/recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Department Head

**CITY OF MEDICINE HAT**  
**NOTICE OF TERMINATION OF EMPLOYMENT**

Name \_\_\_\_\_ Employee No. \_\_\_\_\_ Department \_\_\_\_\_

Last Day of Work \_\_\_\_\_ at \_\_\_\_\_ o'clock (a.m.) (p.m.)

Reason for Termination:

<input type="checkbox"/> Shortage of Work	<input type="checkbox"/> Pregnancy
<input type="checkbox"/> Return to School	<input type="checkbox"/> Retired
<input type="checkbox"/> Illness or Injury	<input type="checkbox"/> Fired (Explain)
<input type="checkbox"/> Quit	<input type="checkbox"/> Other (Explain)

\_\_\_\_\_

\_\_\_\_\_

Do you recommend re-hiring when work is next available?      ☐ Yes      ☐ No

Please Rate the Following	Out Standing	Above Average	Average	Below Average
Ability				
Quality of Work				
Quantity of Work				
Conduct				
Attendance				
Attitude				

\_\_\_\_\_ Date      \_\_\_\_\_ Department

DEPARTMENT HEAD OR FOREMAN  
Please Complete and Forward to  
Personnel Services Department.