

## Employee Developmental Assignment Program for Yukon Government Employees - an *IPS* initiative -

### Program Overview

EDAP assignments will prepare the organization for the future. Through these assignments, employees at all levels of the public service will have opportunities to learn and to apply their knowledge in new situations.

The Employee Developmental Assignment Program (EDAP) will help Yukon government departments meet long term human resource needs and prepare for staffing positions with qualified individuals in an increasingly restricted labour market.

Part of the *Investing in Public Service – serving Yukon people* (IPS) initiative, EDAP provides tailored solutions for succession planning for the Yukon public service. The developmental assignments will allow employees to train under retiring or soon-to-be retired employees in order to transfer knowledge. This will help reduce organizational vulnerability to turnover and to increase the competencies of individuals through work assignments with other government employees who possess these skills sets.

### Program Goals

Participants in all developmental assignments will be identified through a selection process.

- to create overlap on a designated position in order to facilitate knowledge transfer from experienced employees to less experienced incumbents
- to help makes it possible to carry an additional position by providing funding of up to 50 percent of the salary of the person in the developmental assignment on a cost-sharing basis

### Funding Criteria

Depending on the number of proposals and the amount of funding requested, it may not be possible to approve every proposal. Every effort will be made to accommodate departments who demonstrate a need for a developmental assignment.

To be eligible for funding, departments should have completed a workforce plan or be in the process of doing one. As part of their planning process, they should have identified positions where the incumbent has developed a unique area of expertise, has critical technical skills which are not available in the local market, or is in a leadership area where vacancies of up to four weeks would have a profound negative effect on the organization.

Funding will be allocated by giving consideration to:

- assignments in areas identified as key government priorities;
- assignments in departments with succession plans and which have demonstrated the ability to support workforce planning initiatives;
- assignments in departments facing urgent time-lines with regard to workforce planning issues; and
- the level of funding support required.

## Program Administration

The Employee Developmental Assignment Program (EDAP) is administered by the Public Service Commission, Staff Development Branch. The program is funded through the *Investing in Public Service – serving Yukon people* (IPS) initiative (succession planning component). It supports recruitment and workforce planning by providing opportunities for employees to gain experience working with experienced public servants.

EDAP will partially fund development assignments for up to one year. The number of assignments depends on budget and cost-sharing arrangements with departments. Departments may support the position for a further year beyond this cost-sharing arrangement. Funding will be dispersed to eligible departments through a journal voucher (JV) process.

## Program Approval and Selection Process

Funding for approved proposals is available through Staff Development Branch throughout the year (as funds allow).

Departments should identify their business needs and submit their proposals to Staff Development. Proposals should include a rationale for both the needs and the various options for addressing the needs and outline why EDAP is the preferred option for addressing their business needs.

Staff Development will forward the proposals received along with their recommendations to the DMHRC for a final decision on funding. The Staff Development Branch will notify the contact person named on the application about the funding decision.

Once a proposal is approved, the department will be able to initiate an underfill competition or other appropriate

recruitment process to select a candidate for the developmental assignment. In the interests of ensuring equity in representation, as well as fairness, access and transparency, Departments should consider opening up development assignment opportunities to all government employees. The program also supports external hires. Individuals selected for developmental assignments must demonstrate both personal suitability and qualifications.

Because these are developmental positions, the employee selected should have a specific training plan drawn up and put in place.

A Career Development Counselor is available in the Staff Development Branch to help departments and individuals with career planning.

## Proposal Guidelines

Funding decisions will be made by the Staff Development Branch and DMHRC. Proposals need to include:

1. details regarding the business need for the developmental assignment.
2. options for addressing the needs and why they feel they need the support of EDAP.
3. details about the recruitment process the department plans to follow to select an individual for the developmental assignment.

### *1. Department details about the developmental assignment:*

There are several ways to complete succession plans and the Staff Development Branch encourages department/ branches/ units to create succession planning documents which meet their specific needs. For advice or assistance please contact SDB.

- Name of the incumbent, the position and an estimated retirement/leaving date.
- Name of contact person for the assignment initiative.
- A copy of the department or branch workforce/succession plan or an outline of the process for creating a plan.
- A copy of the department/branch/unit strategic plan. Explain how the developmental assignment will support the department's long term plans.
- If no specific strategic plan exists, outline key department priorities and how the developmental assignment will help to achieve those priorities.
- A description of how does the department plans to support the developmental assignment and how much money is required for the assignment.

- An endorsement by the department's deputy minister, either through a signature on one of the department's proposal documents (such as the workforce plan, for example) or by letter.
- Details on the recruitment process they plan to use to select a candidate for a developmental assignment.

*2. Details about the individual selected for the developmental assignment (if a selection process has already taken place):*

- The name of the individual selected for the development.
- The person's Employee Performance Evaluation (EPE) (attached by the supervisor).
- An outline of the training plan for the individual (attached by the supervisor).

### Criteria for decision-making

Staff Development and DMHRC will focus on five criteria when they discuss each proposal for funding under EDAP.

1. Importance of area given current Government priorities
2. Importance to the Department based on their strategic plans
3. Urgency or target date for position vacancy
4. Workforce Plan in place/or a process for completion?
5. Department support for plan i.e. strategy/plans in place to carry out; budget commitment