

GENERAL ADMINISTRATION MANUAL

VOLUME 3: HUMAN RESOURCE POLICIES

TITLE: UNDERFILL APPOINTMENTS

EFFECTIVE: September 11, 2007

1.0 SCOPE

1.1 Authority

1.1.1 This policy is issued under the authority of Deputy Ministers' Review Committee (DMRC) Minute No 07-17 item 3, September 11, 2007.

1.2 Application

1.2.1 This policy applies to all employees as defined under the *Public Service Act*.

1.3 Purpose and Principles

1.3.1 The purpose of this policy is to support human resource planning objectives which sustain the Yukon government's commitment to be an employer of choice and one that encourages the career aspirations of its employees. The objectives of the policy are to:

- a) reduce emphasis on formal credentials or years of experience for Yukon residents who seek employment with the Yukon public service;
- b) support succession management, promotional opportunities and related initiatives for the public service; and
- c) support a diverse and representative public service.

1.3.2 Underfill will permit candidates with capacity and potential to be certified for appointment, notwithstanding some skill, knowledge or experience deficiency, if in the judgment of the employing department the deficit can be overcome through training within a reasonable amount of time, up to the 36 months as specified by the *Public Service Act*.

Fundamental to the application of this policy is the ability of departments to identify and restructure job vacancies so that, through the use of underfill, the Yukon government may increase job opportunities for candidates who might not otherwise meet the requirements for appointment and help recruit for jobs normally difficult to fill.

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1.4 Definitions

1.4.1 Underfill is defined as “the certification of candidates who at the time of appointment are not fully qualified to discharge the duties of the position.”

2.0 PROCESS

2.1. An underfill appointment may be made following a competition in which none of the candidates certifies, but the highest scoring candidate within the field of candidates has, either through experience or formal education, the ability to train on-the-job and within a reasonable amount of time to be able to fully discharge the duties of the position.

2.2 A candidate for appointment to a position in the public service may be certified for an underfill appointment:

- a) in a competition where no fully qualified candidate has been certified;
- b) where the deputy minister recommends to the Public Service Commission that appointment be made from within the public service, without competition; or
- c) where the deputy minister recommends to the Public Service Commission that an appointment be made from outside the public service in support of employment equity, without competition.

2.3 The Public Service Commission may establish programs to support workforce development or succession management which may use underfill appointments as a supporting method, notwithstanding 2.1 or 2. 2.

2.4 The *Public Service Act* and Regulations shall apply to a person confirmed as an underfill appointment, including probation provisions.

2.5 A candidate certified as an underfill appointment must meet the full requirements of the position within a period of up to 36 months.

2.6 A candidate appointed in an underfill capacity may be confirmed in the position any time after having discharged the duties of the position in a satisfactory manner for six months. If confirmed in the position the candidate will be entitled to at least the minimum pay level of the position.

2.7 When an underfill appointment is made, the department will designate the appointee’s supervisor or another employee as that person’s trainer. The supervisor shall plan and advise the departmental human resource branch of the specific ways and means by which the appointee will acquire the skills and knowledge necessary to fully discharge the responsibilities of the position within a period of up to 36 months.

2.8 A candidate hired as an underfill appointment shall be paid at a rate of pay which shall be not less than 80% of the minimum rate of pay established for the position.

2.9 The deputy minister can decide on the rate of pay for an employee in an underfill appointment. The rate of pay shall be commensurate with the level of competency attained by the employee.