



City of St. John's Corporate and Operational Policy

Policy: 03-13-03 Education and/or Training Related Job Placements

Status:

Issued By: Human Resources

Revision No: 1

Revision Date: 1997/04/28

Date of Original Council

Approval: 1996/09/23

Rescind Date:

Index: 03 Human Resources

Section: 13 Education and Training

Title: 03 Education and/or Training Related Job Placements

Purpose

To coordinate requests for education and/or training related job placement requests.

Policy Statement

1. Any Department or staff member who receives a request for an education and/or training related job placement shall advise the party making the request that all such requests must be submitted in writing to the Director of Human Resources.

2. Upon receipt of such a request, the Director of Human Resources, or his or her designate, shall prepare a written acknowledgement of the request. Such acknowledgement shall state that as a condition of approval, the City will require:

(I) proof of liability insurance in an amount of not less than \$2,000,000.00 with the City named as an additional insurer.

(ii) consent of parent or guardian, where appropriate, together with a release of liability.

Requested documentation must be received and approved by the City at least thirty (30) days prior to the commencement of the job placement, unless the required proof of liability insurance is already on file with the City. In such case the thirty (30) day prior notification is reduced to seven (7) days.

3. For the purpose of the approvals required in the preceding paragraph, the proof of insurance shall be approved by the Manager of Insurance and Risk Administration and the consent and release of liability shall be approved by the City Solicitor.

4. Upon obtaining the required approvals, the Director of Human Resources, or his or her delegate, shall coordinate the job placement with the host department head. A written approval of the job placement shall then be forwarded to the party making the request.

Application

Responsibilities

Department of Human Resources, Manager of Insurance and Risk Administration, Department Heads.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee Report, September 12, 1996; Regular Meeting of Council September 23, 1996; Finance and Administration Standing Committee Report, April 18, 1997; Regular Meeting of Council April 28, 1997.

Review Period

Available to Public

- ☐ Yes
- ☐ No