

Data Collection Clerk (DCC)
Department: Health Canada
Location: Pearson International Airport (Toronto, Ontario)

Summary of Duties:

- Collect **Traveller Contact Information (TCI) Forms** from passengers as they disembark from the plane, sort TCI's by date & flight, file in boxes and maintain these in one location at the airport.
- Assist passengers in filling out the Traveller Contact Information Form as required.
- Answer SARS related questions and refer difficult questions / problems to Health Canada (HC) Quarantine Officers on bridge.

Important: The DCCs would NOT answer in any way any medical questions or do any medical assessment whatsoever. No medical screening of passengers will be done at airports. If any medical issues come up, the DCCs would refer the problem to the HC Quarantine Officers that are stationed at the airport.

Group and Level: CR-03

Salary (per annum): \$32,901 - Equivalent to approximately \$16.81 as an hourly wage

Hours of Work: Variable and possibly part-time (e.g. 18:30 to 22:30, 10:00 to 21:00, 13:00 to 22:00). To be determined in accordance with the applicable collective agreement (Program and Administrative Services Agreement between the Treasury Board and the Public Service Alliance of Canada).

Tenure of Offer: Emergency Term Appointment for a period of 6 months plus a day

Federal departments have been delegated the authority, from the Public Service Commission, to recruit and appoint employees for a specified period to respond to emergency situations. This individual merit circumstance was introduced in Public Service Employment Regulations to assist departments in responding to urgent situations, such as those where there is an immediate threat to health, safety, security, the environment or essential services to the public.

Once an individual is appointed to a position as an Emergency Term Employee, he/she is considered to be a Public Servant and has the same rights and entitlements of all other terms over 6 months (e.g. eligible to apply on competitions open only within the Public Service).

Term employees have the same rights under the Public Service Employment Act (PSEA) as indeterminate employees, excluding priority entitlements (e.g. surplus, leave of absence).

Benefit Entitlements for All Term Employees Over 6 Months

4. Public Service Superannuation Act (Pension)(mandatory) - starts on day hired; may need to consult with former Pay & Benefits contacts if are in receipt of a pension to ensure that their benefits are not

adversely affected.

5. Death Benefits (mandatory)- starts on day hired (benefit is 2 times the annual salary payable to named beneficiary or estate. Complete Naming or Substitution of Beneficiary form included with package);
6. Disability Insurance (mandatory) - starts 1st of month following hire (13 week qualifying period); can not be related to a pre-existing medical condition, if approved will receive 70% of salary
7. Public Service Health Care Plan (optional-requires application, included in package) - premiums are one month pre-paid; coverage starts 1st of month following (i.e. complete and return application to compensation unit in April 2003, coverage commences May 1, 2003. Leave the public service in Nov 2003, coverage continues to Dec 31, 2003). The Plan covers prescription drugs; extended hospital benefits beyond the provincial health care plan (semi-private, private coverage - with limits); eye glasses up to \$200.00 etc. A deductible and co-insurance apply.
8. Provincial Health Care Plan (i.e. OHIP), covers regular doctors visits and hospital stays in a ward.
9. Dental Care Plan - starts 3 months, to the day, from start date. A deductible and co-insurance apply.

Other Pay Issues

10. Union Dues - starts 1st of the following month; approx. \$37 per month as determined by the local (Public Service Alliance of Canada)
11. Direct Deposit of Regular Pay - starts immediately (will be arranging to fax a copy of a VOID cheque to the Pay Office in Ottawa to facilitate this);
12. **Pays** are two weeks in arrears based on a two week pay period working from Thurs to Wed. (i.e. Pay day is on Wed April 9, 2003. The next pay period is Thurs, April 10 to Wed. April 23, 2003. Pay for this period will be received on Wed. May 7, 2003);
13. **Time Sheets** showing the hours worked in the pay period, duly authorized by supervisor, are to be faxed to 941-2160, alternate fax is 954-2963. No cover sheet is required.
14. **Overtime** will be paid by supplementary cheque and distributed through the Centre for Emergency Preparedness and Response unit. Depending on pay updates, the overtime may be included with the regular pay cheque and deposited.
15. Leave: earn 1.25 days vacation and sick leave per month if 75 hours or more have been worked in that month. Earned but unused vacation is paid out on termination of employment.

Miscellaneous Notes:

- DCC's will be provided with Health Canada identification (uniforms from other organizations should not be worn).
- A medical assessment will not be required prior to employment, however, information allowing informed consent regarding the conditions of this employment opportunity will be incorporated into the letters of offer