

## Instruments of Delegation of Authorities, Dated March 3, 2009

Work Sharing Applications/Agreements Pursuant to subsection 31(3) of the Department of Human Resources Development Act, the Canada Employment Insurance Commission hereby authorizes employees of the Department of Human Resources Development included, on an acting basis or otherwise, in the groups identified within the schedule below to perform the functions listed within the schedule in respect of WS, for the purposes of the payment of benefits to claimants pursuant to Section 24 of the Employment Insurance Act.

Position Title	Function A: Approval	Function B: Signing	Function C: Termination & Cancellation
<b><u>National Headquarters</u></b> The Commission	FULL	FULL	FULL
Assistant Deputy Minister, Program Operations Branch	\$900,000	FULL	FULL
Director General and Associate Director General, Youth Directorate	\$900,000	FULL	FULL
Director, Program Operations Branch	\$450,000	\$750,000	FULL
<b><u>Region</u></b> Executive Head, Service Management Associate Executive Head	\$900,000	FULL	FULL
Director General of Programs/Director General of Service Delivery	\$900,000	FULL	FULL
Program Director/Regional Manager	\$450,000	\$750,000	FULL
Program Manager	\$225,000	\$450,000	FULL
Program Consultant	NIL	\$150,000	FULL
<b><u>Local Office</u></b> Director – Service Canada Centre (SCC)	\$450,000	\$750,000	FULL
Manager	\$225,000	\$450,000	FULL
Senior Development Officer	NIL	\$150,000	FULL
Team Leader / Program Supervisor (not including Programs Operations Officer)	NIL	\$150,000	FULL
Program Officer / Employment and Insurance Officer	NIL	\$150,000	FULL

### COLUMN DESCRIPTIONS

## POSITION TITLE

### **Executive Head**

Position represents the organizational level reporting to the Deputy Minister/Chairperson or the Associate Deputy Minister/Vice-Chairperson and is responsible for the administration and delivery of the program.

## FUNCTION A

### **Approval of WS Applications and Amendments**

To approve or reject Applications for WS and to approve or reject upward financial amendments to WS Agreements, as determined by the value of the WS project to a total amount not exceeding the dollar limit shown on the table.

## FUNCTION B

### **Signing of WS Agreements and Amendments**

To sign WS Agreements within 60 days of approval of the Application; and to sign amendments to WS Agreements (including extensions) within 60 days of approval of the amendment to a total amount not exceeding the dollar limit shown on the table.

## FUNCTION C

### **Termination or Cancellation of WS Agreements**

To terminate or cancel a WS Agreement

## **EXPLANATORY NOTES**

The maximum limit "FULL" means the authority or authorization to perform any of the functions herein as set out in the summary of the Application and subject to any further restrictions or limitations as may be imposed by the Regional Executive Head/Associate Executive Head, by the Assistant Deputy Minister, Program Operations Branch or on instruction of the Commission.

The above delegations of authority or authorizations are subject to restriction by the Commission, by the Regional Executive Head/Associate Executive Head or by the Assistant Deputy Minister, Program Operations Branch.

This delegation is to the positions named above and may include positions designated as equivalent to those above.