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# 98/005

**Human  
Resources  
Management  
Function  
(Authority  
No. 98/005)**

**Fonction de  
gestion des  
ressources  
humaines  
(Autorisation  
n° 98/005)**

**Records Disposition  
Authority No. 98/005**

**Autorisation de disposition des  
documents n° 98/005**

issued to

délivrée aux

**Government Institutions subject to the  
*National Archives of Canada Act*  
for  
Common Administrative Records  
related to the  
Human Resources Management Function**

**institutions fédérales assujetties à la  
*Loi sur les Archives nationales du Canada*  
pour  
les documents administratifs communs  
se rapportant à la fonction de la gestion des  
ressources humaines**

The National Archivist of Canada, pursuant to subsection 5(1) of the *National Archives of Canada Act*, consents to the destruction of all records described in the appended Functional Profile when institutions subject to the Act decide that these records have no remaining operational or legal value. **Only the employee personnel file must be transferred to the National Archives of Canada when an individual leaves the Public Service.** Excluding the employee personnel file, all records subject to this Authority may be destroyed or otherwise disposed of upon the expiry of the retention periods established for them within federal government institutions.

Conformément au paragraphe 5(1) de la *Loi sur les Archives nationales du Canada*, l'Archiviste national du Canada accorde son consentement à la destruction des documents décrits dans le Profil fonctionnel qui figure en annexe lorsque les institutions assujetties à la Loi jugeront que les documents ne possèdent plus de valeur administrative ou juridique. **Seuls les dossiers du personnel concernant des employés doivent faire l'objet d'un transfert aux Archives nationales lorsque ces personnes quittent la Fonction publique.** Cette exception mise à part, les institutions fédérales peuvent détruire ou se départir des documents visés par la présente autorisation à l'expiration des délais de conservation qu'elles leur auront assignés.

Appendices: Terms and Conditions  
Functional Profile

Annexes : Modalités de transfert  
Profil fonctionnel

Original signed by / Original signé par  
**Lee McDonald**  
**Acting National Archivist of Canada /**  
**Archiviste national du Canada par intérim**

19981104  
**Date**

**APPENDIX I**  
**TERMS AND CONDITIONS**  
**for the Disposition of Common Administrative Records**  
**in support of**  
**the Human Resources Management Function**  
**of**  
**the Government of Canada**

**A. KEY DEFINITIONS**

**Common Administrative Records** – Records created, collected, or received by a federal government institution to support and document broad internal administrative functions and activities *common to or shared by all federal government institutions* (for example, finance and the management of human resources).

**Operational Records** – Records created, collected, or received by a federal government institution to support and document business functions, programmes, processes, transactions, services, and all other activities *uniquely or specifically assigned to that particular institution* by legislation, regulation, or policy.

**Human Resources Management Function (of the Government of Canada)** – Encompasses the functions, processes, activities, and transactions of administrative business concerning the management of human resources commonly conducted in and across all federal government institutions to facilitate the application of operational policies and the delivery of programmes and services. The main legislation underpinning the Human Resources Management Function includes the *Financial Administration Act*, the *Public Service Employment Act*, the *Public Service Reform Act*, and the *Public Service Staff Relations Act*. For the purposes of identifying and explaining records disposition requirements, the Human Resources Management Function has been divided into the following eleven sub-functions: staffing; training and development; performance assessment; occupational safety and health; staff relations; compensation and benefits; human resources planning and utilization; classification; official languages; employment equity; and special programmes. (The Functional Profile provides a more complete description of these sub-functions).

**Office of Primary Interest** – The federal government institution — department, agency, board, office, or commission — to which the authority, responsibility, and accountability to perform a particular function on behalf of the Government of Canada has been specifically assigned by legislation, regulation, policy, or mandate.

**Personnel or employee file** – The official institutional file — containing documentation on service of an individual employee of the Crown — made or received by the institution in which that person is employed. According to Federal Employee Information Banks, an individual employee's personnel file is often divided into parts.

## B. SCOPE OF THE AUTHORITY

- Authority No. 98/005 applies to all common administrative records in support of the Human Resources Management Function of the Government of Canada (that is, records documenting common administrative business functions, sub-functions, programmes, and activities), regardless of how the records are organized or internally controlled within each institution; it entirely supersedes Schedule 5 (Personnel) of the GRDS (PAC 86/001).
- Those subjects and records descriptions found in Schedule 5 of the GRDS (PAC 86/001) are all covered in this new Authority for the Human Resources Management Function. In the new Authority, the Human Resources Management (HRM) Function has been divided further into the following eleven sub-functions: staffing; training and development; performance assessment; occupational safety and health; staff relations; compensation and benefits; human resources planning and utilization; classification; official languages; employment equity; and special programmes.
- Institutions which have specific operational mandates as Offices of Primary Interest for aspects of the HRM Function shall not apply Authority No. 98/005 to their *operational records* concerning those aspects of the HRM Function. If, for any reason, an institution subject to the *National Archives of Canada Act* creates, collects, or receives HRM records that are not common or administrative, the institution must seek a separate authority for operational records to dispose of such records. All government functions, subjects, record types, and records excluded from the scope of this Authority (that is No. 98/005) or any other Multi-Institutional Disposition Authority must be covered by operational authorities granted to individual federal institutions as arranged through the Multi-Year Disposition Plan process. For example, Treasury Board and the Public Service Commission, as two Offices of Primary Interest for the Human Resources Management Function, should use this Authority only as it applies to their *common administrative records* concerning that Function, not their operational records.
- Authority No. 98/005 applies to **all** institutions subject to the *National Archives of Canada Act*, whether or not their Human Resources Management Function activities follow Treasury Board or other central agency policies and guidelines. For example, some institutions, like Crown corporations, may not be required to follow central agency policies concerning the Human Resources Management Function, yet these institutions are subject to the Act.
- Authority No. 98/005 does not supersede other Authorities requiring the preservation of archival records. It should be applied *after* the Transitory Records Authority, any operational records disposition authority (also referred to as an Institution-Specific Disposition Authority or ISDA), and any Multi-Institutional Disposition Authority (MIDA) for generic groups of records (such as posters, records from a minister's or deputy head's office, and records generated by imaging systems). Some operational records Authorities (that is, institution-specific) also include the disposition of some

common administrative records. The Terms and Conditions for the application of these Institution-Specific Disposition Authorities remain in effect.

- Authority No. 98/005 does not apply to records series or groupings or collections which mix common administrative and operational records.
- It is incumbent upon each government institution to understand and apply legislation, including its own specific extant legislation, concerning the retention and disclosure of information. Each government institution is required to determine the appropriate retention periods for its records (for instance, those human resources records covered by Authority No. 98/005) by taking into account all relevant legislation, including the *Privacy Act*.
- When an employee is transferred from one institution to another, the official institutional personnel records of that employee shall be forwarded to the receiving institution; when an employee leaves the government, the official personnel records of that employee shall be forwarded to the National Archives Federal Records Centre, in Winnipeg, one year from the date of retirement or separation. Personnel files of deceased personnel shall be sent to the Federal Records Centre once all legal aspects have been completed.
- Operational authorities — also called Institution-Specific Disposition Authorities or ISDAs — may exist which preserve specific categories of the personnel file containing archival value because of the special mandates of particular institutions. Such operational authorities are the means by which to dispose of a particular exception to the generic personnel file.

### **C. AUTHORIZATION TO DESTROY**

All records created, collected, or maintained in any medium by federal institutions in support of the Human Resources Management Function of the Government of Canada may be destroyed *provided that*:

- the records are not operational in nature;
- the records are not of a mixed operational and administrative character;
- the records do not support an administrative function in an Office of Primary Interest;
- the records are not otherwise excluded from the application of this Authority by virtue of the definitions and scope statement contained in this Appendix;
- the records are not anterior to 1946; and
- the retention periods of the records — established by each institution according to its legal and operational requirements — have expired.

A strict application of the above definitions, exclusions, and the prioritized use of the various Records Disposition Authorities will ensure that there are no records of archival value amongst the remaining common administrative records in support of the Human Resources Management Function of the Government of Canada. Except for the personnel or employee file, all such records may therefore be destroyed upon the expiry of their retention periods established for them within each federal institution.

The *personnel* or *employee file* shall be retained by the employing institution for the duration of employment plus one (1) year; the institution shall then transfer it to the National Archives' Federal Records Centre (FRC) Manitoba Region [Contact the Personnel Records Unit at (204) 983-4495 for complete instructions]. The National Archives will destroy the *civilian personnel file* when the individual turns eighty (80) years of age or after the individual's death, assuming there is no further action pending.

**APPENDIX II**  
**FUNCTIONAL PROFILE**  
**of**  
**the Human Resources Management Function**  
**of**  
**the Government of Canada**

The purpose of the Functional Profile is to facilitate the application of the Terms and Conditions (Appendix I) relating to the disposition of common administrative records created, collected or maintained by the Government of Canada in support of the Human Resources Management Function. It consists of a template describing the major eleven sub-functions associated with the federal Human Resources Management Function, each major sub-function further sub-divided into tasks, activities and processes, as appropriate.

**1. STAFFING**

This sub-function generally encompasses the business processes and activities which produce records created in the course of identifying human resource needs in a federal institution. Inventories of candidates are developed and maintained based on the organization's anticipated human resources requirements, candidates are selected and appointed as these requirements materialize and, therefore, the staffing sub-function includes more specifically recruitment and promotion; probation; transfers and postings; deployments, assignments, and secondments; recourse; employment equity as it relates to staffing; and staffing bilingual positions.

**Recruitment and Promotion**

Includes information relating to all aspects of initial hiring and subsequent promotion, including the following:

*delegated staffing*, such as accountability agreements with Treasury Board;

*establishing qualifications*, such as selection standards and statement of qualifications;

*priorities*, such as statutory and regulatory priority lists, data entered into the Priority Administration System, copies of the Staffing Priority Notification form, and occupational documentation on employees who are priorities;

*appointments from within the public service*, such as all documentation relating to both competitive and non-competitive appointments (those based on individual or relative merit), acting appointments, exams and competitions, eligibility lists, data entered into databases, internal inventory systems, and competition notices and posters;

*recruitment from outside the public service*, such as all documentation relating to vacancies, entry level recruitment, open competitions, recruitment programs (such as CO-OP and other post-

secondary recruitment programs, Accelerated Engineer Training Program, and the Management Training Program), delegated authority, and casual employment, and special recruitment programmes;

*area of selection*, such as all documentation related to broad area of selection frameworks (including delegated authority agreements), consultations with unions, and selection criteria (including those which consider employment equity);

*assessment, selection, and appointment*, such as documentation relating to assessment methods, selection boards (including the Signed Statement of Persons Present at Screening/Rating Boards), screening, rating (including examinations), test results, assessments of candidates, statement of qualifications, accreditations and credentials, statement of willingness to become bilingual, language and diagnostic test results, medical examinations, security clearances, oaths of allegiance and office, eligibility lists, appeal notification, letter of appointment, and Record of Staffing Transaction.

### **Probation**

Includes material on all appointments from outside the public service relating to an employee's probationary period, such as explicit standards and expectations, notice of rejection, and documentation relating to the performance levels of the employee.

### **Deployments, Assignments, and Secondments**

Includes material on all aspects of deployments, assignments, and secondments, such as letters stating new job, departmental policies and procedures on deployment, the Record of Staffing Transaction, complaints about deployment and reviews of complaints, and documentation notifying employees of their right to refer complaints to the Public Service Commission.

### **Recourse**

Includes material on all aspects of appointments that are appealed, once the necessary documentation has been provided to the PSC Appeals Directorate, and on the application of the Treasury Board *Policy on Harassment in the Workplace*.

### **Employment Equity (as it relates to Staffing)**

Includes material on all aspects of employment equity as it relates to staffing, such as documentation on broad training and development programmes, employee services, central agency supporting activities, and recruitment programmes, and documentation on specific programmes and services, including the Management Trainee Program, the Career Assignment Program, the Interchange Canada Program, the Diversity Management Technology Centre, Technology Assisted Diversity, job accommodation, career progression towards executive levels, and all employment equity programmes related to staffing.



### **Staffing Bilingual Positions**

Includes material on all aspects of staffing bilingual positions, such as documentation relating to imperative and non-imperative staffing (including non-imperative deployments), language proficiency assessments (including Second Language Evaluation tests), recourse, special submissions to exempt employees from language training, and related policies and procedures.

## **2. TRAINING AND DEVELOPMENT**

This sub-function encompasses the business processes and activities which produce records created in the course of identifying human resource needs in a federal institution. More specifically, it provides public servants with the knowledge, skills, and abilities needed to fulfil ongoing and anticipated human resources requirements.

### **Training and Development**

Includes material on all aspects of training and development, including plans based on human resource requirements, and all documentation related to employment equity, courses, schedules, cost, granted leave, TB policies and standards and service-wide training goals, management training, communications training, language training, health and safety training, employee orientation, professional development training for trainers, and operational or in-house training; and all documentation such as audits, annual management reports, and departmental reports on training produced according to Training Information System (TIS) requirements.

### **Development of Supervisors, Managers, and Executives**

Includes material related to all aspects of planned and continuous learning of present and future managers, including documentation on departmental policy; career development plans; participation in larger investment developmental programmes and activities, such as Interchange Canada Program, self-funded leave, and Management Trainee Program.

## **3. PERFORMANCE ASSESSMENT**

This sub-function encompasses the business processes and activities which produce records created in the course of identifying human resource needs in a federal institution. More specifically, the performance of employees in their assigned tasks is evaluated based upon regularly established objectives. Performance evaluation supports the identification of training requirements and the enabling of future career moves.

### **Performance Assessment**

Includes material relating to all aspects of performance assessment, including departmental policies and procedures, and related documentation, such as employee objectives and expected results, and formal performance assessments.

#### **4. OCCUPATIONAL SAFETY AND HEALTH**

This sub-function encompasses the business processes and activities which produce records created in the course of identifying human resource needs in a federal institution. More specifically, it ensures the provision of a safe working environment for employees, including monitoring of injury on duty, injury prevention programmes, and the administration of the Employee Assistance Program.

##### **Occupational Safety and Health**

Includes material relating to all aspects of occupational safety and health, including documentation on the *Canada Labour Code*, Labour Canada (HRDC) and Health Canada directives (including the Public Service Health Program), occupational safety and health programmes, TB policies and standards, training, employee assistance services, monitoring (including inspection reports, investigation reports, testing reports, statistical reports, annual management reports, and multi-year human resources plans), cost, advice, research, and special studies.

##### **Employee Assistance Program (EAP)**

Includes material relating to all aspects of the EAP, including policies and directives, Code of Ethics, assessments of the programme, contracts for outside services, advice, medical diagnosis, referrals, training, monitoring (including statistics and summaries, and audits).

##### **Working Conditions**

Includes information relating to all aspects of working conditions, including the following:

*clothing directive*, such as material relating to all aspects of appropriate clothing for the job, including TB delegated exceptions to the directive, standards and controls, number of employees issued clothing, cost, related directives, and related documentation;

*workplace fitness programmes, smoking in the workplace, HIV and AIDS*, such as material relating to all aspects of workplace fitness programmes (including financial, legal, and safety considerations, and all monitoring of the programmes), smoking in the workplace and HIV and AIDS policies, including monitoring of the policies;

*general directives and standards*, such as material relating to general directives and standards outlining specific or minimum working conditions to be fulfilled, two examples only being boiler and pressure vessels directive and hazardous confined spaces directive, and all documentation concerning the work and composition of occupational safety and health committees;

*procedures, guides, and advisory notices* related to occupational safety and health, including fire protection services.

## 5. STAFF RELATIONS

This sub-function generally encompasses the business processes and activities which produce records created in the course of identifying human resource needs in a federal institution. More specifically, it relates to the management of relationships between labour and the employer which includes negotiating and interpreting collective agreements and other understandings with recognized labour representatives, including designation activities, grievance and recourse processes, and processes related to discipline and non-disciplinary demotion and termination of employment. Strikes also form part of the staff relations sub-function.

### **Collective Bargaining**

Includes information on all aspects of negotiating collective agreements, their interpretation, and administration, including the following:

*certification*, such as departmental lists of employees in bargaining units and those in positions of exclusion, reports to PSSRB on the application, composition, and appropriateness of the bargaining unit, notices to employees affected by the application for certification, information collected for

Treasury Board on employees, including those in exclusionary, managerial, and confidential positions, and all material concerning the processing of the application for certification;

*managerial or confidential positions*, such as material on the identification and justification of managerial or confidential positions, including consultations with bargaining agents and proposals submitted to Treasury Board, "Managerial or Confidential Position" forms, position descriptions, organization charts, letter of delegation of authority to respond to grievances and the grievance procedure chart; supervisor's position description; notices to employees of their exclusion status; any information for inclusion in the TB Position Exclusion System (PES); any information relating to incumbents' union dues; any facts and evidence and reports on objections to exclusions;

*collective bargaining*, such as collective agreements, including terms and conditions of employment.

### **Designation Process**

Includes material relating to all aspects of the designation process, including departmental reviews of positions, negotiations between departments and unions, referrals of positions in dispute to the Designation Review Panel, and PSSRB decisions; and all supporting documentation, such as notifications of positions to be designated, and reviews and updates of designation records.

### **Recourse**

Includes information relating to all aspects of recourse concerning processes and decisions relating to staff relations, including appeals and conflict of interest, notably the following:

*grievance process*, such as documentation on all grievances relating to collective agreements or arbitral awards, disciplinary actions, and termination or demotion of employment; grievance procedures and guidelines (including their approval and posting), collective agreements, departmental codes of discipline, and related advice from or in consultation with Treasury Board;

*adjudication*, such as documentation forwarded to Treasury Board, including replies given at each level of the grievance procedure, the grievance, letters of discipline, termination, or demotion, and any other supporting documentation such as investigation reports, subpoenas, and payment records, as well as final decisions.

### **Discipline and Non-Disciplinary Demotion or Termination of Employment**

Includes information relating to all aspects of discipline and non-disciplinary demotion or termination of employment, as outlined in the following categories:

*discipline*, such as all documentation relating to the development and maintenance of, and amendments to, codes of discipline; disciplinary actions, including background and supporting documentation;

*non-disciplinary demotion or termination of employment*, such as documentation sent to employees stating the reasons for demotion or termination of employment and the right to grieve, and supporting documentation.

### **Strikes**

Includes material relating to strikes, such as documentation on planning for strikes, steps to take when a strike is expected, steps to take when a strike is imminent, information on the operational impact of a strike, number of employees on strike and at work, material on picketing of government premises, strike logs, and other detailed information; documentation of a legal nature, including prosecutions, back-to-work injunctions, affidavits, and supportive relevant documentary material such as objects, documents, and evidence from witnesses.

### **Union Dues Check-Off**

Includes material relating to all aspects of deduction and remittance of union dues, including starting and stopping dues deductions, changing dues deductions, completing and distributing required forms, collecting arrears and overpayment refunds, and related documentation, such as applications for exemptions, pay input documents (or request for refund forms), and PSAC payroll identification form.

### **Transfer of Pregnant Employees**

Includes material relating to the transfer of pregnant employees, such as policy implementation, complaints and grievances.

## **Conflict of Interest and Post-Employment Code**

Includes material related to the Code, such as employee certification forms, confidential reports, and documentation related to divestment of assets or curtail activities, exit arrangements, as well as all departmental reports and audit and evaluation reports on the Code's application.

## **6. COMPENSATION AND BENEFITS**

This sub-function generally encompasses the business processes and activities which produce records created in the course of identifying human resource needs in a federal institution. More specifically,

it ensures that pay, pension, and benefits standards and practices are established that will provide a fair standard of compensation for work performed.

### **Compensation**

#### ***Terms and Conditions***

Includes material relating to all aspects of terms and conditions of employment, such as pay, leave, overtime, bilingualism bonus, delegation, discipline, retirement, death benefit, casual and seasonal employees, and any reviews and audits, as well as terms and conditions of employment for employees living outside of Canada, including reviews and monitoring of related regulations and directives.

#### ***Salary Administration Policy***

Includes material relating to all policies directed at specific groups of employees, including reviews and audits of the application of these policies.

#### ***Rates of Pay***

Includes material relating to rates of pay, including rates of pay for excluded and unrepresented employees.

#### ***Special Assignment Pay Plan***

Includes material relating to the SAPP such as documentation concerning special recruitment, special projects, training and development, and pre-retirement projects; quotas, individuals taking on special assignments, rationale for the assignment, dates and possible extension of the assignment.

#### ***Retirement Planning***

Includes material relating to retirement planning programmes, policies, activities, including inter-departmental arrangements, and retirement documentation provided to employees.

### ***Employee Services***

Includes material relating to all employee services such as travel and accommodation, taxis, and relocation guarantees.

### ***Pay Administration***

Includes material relating to pay administration such as documentation on collective agreements; terms and conditions of employment; pay rate selection; pay rate change; additions to basic pay; deductions from pay, including mandatory deductions such as pension and voluntary deductions; recovery of amounts due to the Crown; part-time, casual, and seasonal employees; and termination of employment.

### **Benefits**

#### ***Life Insurance***

Includes material relating to life insurance plans and policies for employees, including those excluded from collective bargaining, such as documentation on the insurer, the Board of Trustees, legislative authorities, pay, and eligibility.

#### ***Health Insurance***

Includes material relating to all aspects of health insurance, such as all documentation on programmes concerning the following: general health care, supplementary coverage for employees in Canada, comprehensive coverage for employees serving outside Canada, the Executive Group, provincial health insurance, and eye and dental care.

#### ***Sick Leave and Long-Term Disability Insurance***

Includes material relating to all aspects of sick leave and long-term disability insurance.

#### ***Compensation for Work-Related Injury or Death***

Includes material relating to all aspects of work-related injury or death, including employment injury benefits (workers' compensation), provincial benefits, injury-on-duty leave, and related plans.

#### ***Maternity Benefits***

Includes material relating to all aspects of maternity benefits, including documentation on the supplemental unemployment benefit plans, parental benefits, maternity leave without pay, sick leave, vacation leave, and compensatory leave.

## **7. HUMAN RESOURCE PLANNING AND UTILIZATION**

This sub-function encompasses the business processes and activities which produce records created in the course of identifying human resource needs in a federal institution. More specifically, it includes the identification of future human resource requirements and the development of plans to meet these requirements. Resources are monitored and utilized in planning in the form of feedback to employees and management, allowing adjustments in resource allocations to take place over a period of time.

### **Human Resource Planning**

Includes material relating to all aspects of human resource planning, including documentation leading to the determination of departmental and service-wide objectives, all levels of plans addressing human resource considerations, from individual career management to corporate level Multi-Year Human Resource Plans, and related documentation such as analyses, studies, reviews, and audits.

### **Human Resource Utilization**

Includes all material relating to the utilization of resources for planning purposes, such as documentation on performance, attendance, leave, and FTE utilization.

## **8. CLASSIFICATION**

This sub-function encompasses the business processes and activities which produce records created in the course of identifying human resource needs in a federal institution. More specifically, job classification, or evaluation, involves the analysis of functions resulting in the formulation of an organization structure and its positions. Classification actions are initiated and reviewed, and classification standards, policies, and procedures are developed and implemented. Employees may grieve classification decisions. The classification sub-function is based on Treasury Board policies relating to the classification system, classification delegation, training and accreditation, and classification grievances.

### **Classification System**

Includes material relating to discrete occupational groups, occupational categories, relative salaries, pay rates, classification standards, notices of standard classification review, problems encountered in the application of the classification standards, data relating to the conversion of positions, and information on the development, review, and promulgation of classification standards.

### **Classification Delegation**

Includes material relating to the delegation to deputy heads and their delegates to make classification decisions, such as their responsibilities for internal audit and review procedures, triennial review assessing the quality of classification decisions, job description (classification decision) approval and

certification of effective date of duties, quarterly reports on corrective action, reviews prior to the reclassification of occupied positions, annual reports on classification monitoring, triennial reports on the review of a sample of classification decisions against established performance targets; quarterly inputs to any Treasury Board Secretariat positions information system; internal audit reports on the management and administration of classification.

### **Training and Accreditation**

Includes material relating to all aspects of training classification specialists, including minimum requirements and departmental accreditation criteria, course information (e.g., Introductory Course in Classification), and written assessments of course participants' performance.

### **Classification Grievances**

Includes material relating to classification grievances, including reviews of grievances, recommendations, and management's replies to classification grievances, as well as documented methods and time frames and decisions prepared as part of the monitoring of this policy.

## **9. OFFICIAL LANGUAGES**

This sub-function encompasses the business processes and activities which produce records created in the course of identifying human resource needs in a federal institution. More specifically, official languages policies and guidelines flow from the legal obligations imposed on the Treasury Board and federal institutions by the *Official Languages Act* (1988) and its pursuant regulations. Policies cover such areas as service to the public, language of work, and equitable participation, and the programme management measures to ensure that the policies are respected and successfully implemented.

### **Service to the Public (Communications with the Public)**

Includes material on all aspects of service to the public in both official languages, including directives on the application of provisions of legislation, and actual communication with the public in various forms, such as signs, advertisements, information booklets sent to all citizens, publications, reports, documents on health, safety, or security, information sessions and consultations, participation or hosting of a national or international event; and particular agreements with Treasury Board on the application of provisions of legislation, as well as reviews and reports of the success of the application.

### **Language of Work**

Includes material on all aspects of ensuring that the language of work meets the requirements of the *Official Languages Act*, such as rules and directives for designated bilingual or unilingual regions, the right to grieve in either official language, the right to have performance appraisals in the official language of choice; and including the provision of bilingual personal and central services (including information technology systems), and work manuals and forms.



### **Equitable Participation**

Includes material on all aspects of equitable participation of members of the two official language groups, including policies and procedures.

### **Programme Management**

Includes material on all aspects of managing official languages programmes, including documentation on the identification of functions or positions classified to reflect linguistic operational needs, departmental and Treasury Board requirements for communication with the public, language of work, and equitable participation, as well as translation; documentation which respects official languages legislation in the staffing process and in access to language training for employees; and documentation relating to the Bilingualism Bonus Directive; as well as all other documentation on administrative measures put in place to ensure policies are respected.

## **10. EMPLOYMENT EQUITY**

This sub-function encompasses the business processes and activities which produce records created in the course of identifying human resource needs in a federal institution. More specifically, it includes programmes to ensure that the Public Service is representative of the Canadian population, and that civil servants are fairly compensated for the work they perform.

### **Employment Equity**

Includes material relating to all aspects of employment equity, including enabling equitable representation and distribution of women, Aboriginal people, members of visible minority groups, and persons with disabilities, such as documentation on personal identification, analyses, consultations, action plans, and any policies and advice.

### **Provision of Services for Employees with Disabilities**

Includes material relating to all aspects of provision of services for employees with disabilities.

## **11. SPECIAL PROGRAMMES**

This sub-function encompasses the business processes and activities which produce records created in the course of identifying human resource needs in a federal institution. More specifically, some special programmes have an impact on how employees of the Government of Canada are managed such as the Work Force Adjustment. Other special programmes in place constitute incentives to employees, or options to pursue. Some special programmes have a limited life span, others do not.

### **Work Force Adjustment**

Includes all material relating to work force adjustment, such as documentation on Early Retirement Incentive, Early Departure Incentive, and alternate placement; reasons for the action, the number, occupational groups, and levels of employees concerned; notices served; employees placed without retraining and needing training; new levels of surplus employees, cost of salary protection; lump sums paid to employees; and plans to minimize the effect of work force adjustment, including committee work and cooperation with other departments to redeploy or retrain.

### **Termination of Employment Due to Alternative Delivery Situations**

Includes all material relating to the termination of employment of public servants due to alternative delivery situations, such as documentation on principles and guidelines for the treatment, identification, and termination of employment of departmental employees affected by the transfer of any work, business, or undertaking.

### **Incentive Award Plan, Award Plan for Inventors and Innovators, and Scholarships**

Includes material relating to all aspects of the Incentive Award Plan, such as documentation on all long service, merit, special and suggestion awards; all corporate awards of excellence, outstanding achievement, and senior officer retirement certificates; all awards for inventors and innovators, including departmental award plans, payment structure of those plans; and all scholarships, fellowships, and bursaries.

### **Workplace Day Care Centres**

Includes all material relating to the establishment of workplace day care centres, including surveys, statistics, policy evaluation data, and annual data from the lead department and the custodian department.

### **Executive Group**

Includes all material relating to the EX category of employees, such as documentation on delegation of organizational authority; use of ADM and other ADM titles; classification of Executive Group positions; performance review and employee appraisal; deployment of executives; terms and conditions of employment; salary administration; National Defence Medical Centre Services; and pensions.