

EPS ATLANTIC REGION
POLICY AND PROCEDURES MANUAL

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PART I POLICY

A. REGIONAL ORGANIZATION

The Atlantic Region office of EPS was established in April 1972 to manage and coordinate EPS activities in New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador arising from federal legislation, policies and commitments in accordance with federal-provincial and international agreements.

The regional organization is divided into 5 branches:

1. Regional Operations
2. Contaminants and Assessments
3. Air and Water
4. Marine Environment
5. Administration, Planning and Public Affairs

1. REGIONAL OPERATIONS BRANCH

This Branch coordinates the activities and programs of district offices in Fredericton, St. John's, Charlottetown and Halifax and the integration of EPS activities with those of the four Atlantic Provinces and other federal agencies. The branch coordinates responsibilities in the Environmental Assessment and Review Process, provides the secretariat for the Regional Screening and Coordinating Committee, coordinates enforcement actions and is the focal point for comment and review of amendments to federal environmental legislation.

1. New Brunswick District

The Manager administers activities and programs of EPS in New Brunswick, develops effective working relationships with provincial and federal officials to facilitate implementation of environmental policies and programs, and provides assistance and advice on the effectiveness of EPS programs and policies with the province.

2. Newfoundland District

The Manager administers activities and programs

of EPS in Newfoundland, develops effective working relationships, with provincial and federal officials to facilitate implementation of environmental policies and programs, and provides assistance and advice on the effectiveness of EPS programs and policies within the province.

3. Prince Edward Island District

The Manager administers activities and programs of EPS in Prince Edward Island, develops effective working relationships with provincial and federal officials to facilitate implementation of environmental policies and programs, and provides assistance and advice on the effectiveness of EPS programs and policies within the province.

4. Nova Scotia District

The Manager administers activities and programs of EPS in Nova Scotia, develops effective working relationships with provincial and federal officials to facilitate implementation of environmental policies and programs, and provides assistance and advice on the effectiveness of EPS programs and policies within the province.

2. Contaminants and Assessment Branch

The Branch's objectives include evaluating the effectiveness of protection measures on environmental quality, anticipating environmental problems that require protection, limiting the kinds and amounts of contaminants of hazardous materials entering the environment, limiting the impact of developments or activities, and bringing to acceptable standards the methods of solid waste management and promoting recovery of materials.

1. Environmental Systems Division

This Division is responsible to develop and put in operation the systems whereby the Service can identify environmental protection problems and criteria and measure the impact of the environmental protection processes on the environment. Systems to measure environmental trends and to describe environmental quality will also be developed and implemented.

2. Waste Management Division

The program is directed toward improving the current waste management practices in the region and

toward maximizing the re-use of discarded materials including heat recovery from the incineration of discarded materials. An important element of the program is technology demonstration/transfer to clients including provincial and hence municipal agencies, OGDs, industry, publication groups and to a limited extent the general public.

3. Contaminants and Hazardous Wastes Division

The contaminants control/hazardous wastes disposal program is directed toward minimizing the quantity and kinds of contaminating substances that enter the environment. The program requires the administration of the requirements of the Environmental Contaminants Act and Regulations; definition of the nature and distribution of new contaminants will be done; support will be provided to the national program in various ways but specifically including participation in regulations development and contribution of scientific support in better understanding methods of controlling and disposing of contaminants and other hazardous wastes.

4. Environmental Assessments Division

The Environmental Assessments Division will

review and assess the environmental consequences of developments and activities to which the federal government commits monies or otherwise exercises some control, influence or initiative and which have a real or potential influence on environmental quality. The Division will coordinate, prepare reviews by EPS Atlantic Region of environmental assessment studies prepared under the federal Environmental Assessment and Review Process. The Division will evaluate and/or generate environmental design criteria during the review and assessment of such developments. Reviews will be made of developments not subject to the Environmental Assessment and Review Process through such mechanisms as the NWPA referral system and input to provincial assessments as available.

3. Air and Water Branch

This branch is responsible for the direction and implementation of water quality and air quality protection programs and the development of appropriate policies in the region as well as the provision of chemistry, toxicity and microbiology laboratory expertise and support for all regional programs.

1. Water Quality Protection Division

This division develops appropriate protective measures to protect inland and near shore marine waters either based on national regulations and guidelines or site specific needs. The implementation of these measures involves field surveys, negotiations, monitoring and auditing generally in cooperation with or support of the provinces.

2. Air Quality Protection Division

This division implements regulations under the Clean Air Act which involves assessing the need for controls and ensuring the proper controls are installed and monitored. The division also assesses air quality and the deposition of harmful substances

from emissions and the atmosphere as well as providing technical consultation and assistance to the provinces.

3. Laboratory Division

This division provides analytical support and data interpretation for all regional projects and undertakes special projects for the identification and quantification of pollutants. The division also provides technical input for the development of regulations and guidelines and assistance to the provinces.

4. Marine Environment Branch

This Branch is responsible for the implementation and administration of the Ocean Dumping Control Act, the Environmental Emergencies Program, the implementation of Section 33 of the Fisheries Act and environmental assessments for non-shore based activities and is the primary interface with other government departments and industries responsible for resource management and mineral/energy development in offshore areas.

1. Environmental Emergencies Division

This division manages the regional Environmental Emergency program including emergency response, contingency planning, technology development and transfer, training and prevention efforts.

2. Marine Environment Assessment Division

This division coordinates marine environmental assessments; develops and assesses marine ecological studies; sensitivity mapping; impact statement; and oversees biological and engineering studies or investigations concerned with the Ocean Dumping Control Act and the Fisheries Act.

3. Secretariat, Marine Environment Protection

The Secretariat provides the executive secretary for the Interdepartmental Committee on Environmental Issues, the secretariat for the Ocean Dumping Control Act, and coordinates branch planning and strategies.

5. Administration, Planning and Public Affairs Branch

This Branch provides administrative, financial, planning and public information coordination and support to the operational Branches in the region and is responsible, in large measure, for developing and evaluating means of improving the efficiency of regional activities.

1. Administration Services

The Division oversees administrative activities which are common to all Branches including registry, warehousing, inventory, purchasing, communications library services, accommodations, personnel liaison and coordination and security. The Division manages and undertakes special studies relating to the Resource Utilization Inventory, parliamentary enquiries and is responsible for cutting red tape wherever possible.

2. Regional Finance

This Division manages the financial systems applicable to the region including budgetary control, control of revenue and accounting. The Division provides financial advice, assists in

budget preparation, advises on contracts and agreements and provides an audit capability.

3. Public Affairs

The Public Affairs Advisor administers the information program including the preparation and release of media release and feature articles, the evaluation of regional information initiatives, information transfer to other government departments, advice on technology transfer seminars, media relations and prepares quarterly and annual reports.

4. Planning and Program Development

The Program Development Officer is responsible for the development and monitoring of the program forecast, the main estimates, the operational plan, the 5-year plan, the financial plan, initiating and advising on efficiency and performance measurement studies, leading and assisting on socio-economic impact studies.

B. OBJECTIVES AND MANDATES OF ENVIRONMENTAL PROTECTION SERVICE

The Environmental Protection Service was created on June 11, 1971 to protect and enhance the quality of the Canadian environment. This will be done by developing and implementing preventative and protective measures and by providing a federal focal point for the environmental protection concerns of the public and other levels of government.

The authority for EPS operational policies derive from:

- a) the Government Organization Act 1979
- b) Fisheries Act
- c) Clean Air Act
- d) Environmental Contaminants Act
- e) Ocean Dumping Control Act
- f) Cabinet directives or decisions:

Environmental Emergencies

Solid Waste Management

Federal Facilities Clean-up

Environmental Assessment and Review Process

- g) other applicable legislation:

Canada Water Act

Migratory Birds Convention Act

NATIONAL PROGRAMS

The seven national programs of the Environmental Protection Service are described below in terms of the goals which support them.

EPS NATIONAL PROGRAMPROGRAM GOALS

Air Pollution Control	Identification and characterization of pollution control measures
	Development of pollution control measures
	Implementation of pollution control measures
	Liaison, program planning and evaluation
	Program direction and coordination
Water Pollution Control	Identification and characterization of pollution control measures
	Development of pollution control measures
	Implementation of pollution control measures
	Liaison, program planning and evaluation
	Program direction and coordination
Environmental Emergencies	Prevention
	Contingency Planning
	Technology Development
	Responses
	Program direction and coordination
Federal Activities	Pollution Abatement for Federal Activities
	Environmental Assessment and Design

<u>EPS NATIONAL PROGRAM</u>	<u>PROGRAM GOALS</u>
Federal Activities (cont'd)	Nuclear Impact Control
Waste Management	Program direction and coordination
	Identification and characterization of pollution problems
	Assessment and development of pollu- tion problems
	Implementation of pollution control measures
	Identification and characterization of conservation opportunity
	Assessment and development of conservation measures
	Implementation of conservation measures
	Program direction and coordination
Contaminants Control	Early warning system
	Chemical use data gathering analysis
	Assessment of priority substances
	Development of control measures
	Implementation of control measures
	Pesticides program
	Program direction and coordination
Management and Common Support Services	Department Management (ADM's (office)
	Service Management (HQ and Regional DG's, Line Program Directors in Regions. Includes immediate staff. Planning and Administration Direct- ors excluded
	Planning, Policy, Socio-Economic Analysis, Evaluation
	Executive Secretariat

EPS NATIONAL PROGRAM

Management and Common
Support Services
(cont'd)

PROGRAM GOALS

Official Languages

Financial Services

General Administration

Information

PART II PROCEDURES(1)A. General Administration1. Accommodation

All lease and rental of space requirements for EPS Atlantic Region should be directed to Chief, Administrative Services Division. If any staff member in the Regional Headquarters area, including BIO, has any accommodation problems, (e.g., heating/cooling system, telephones, furniture needs or repair, lighting, decor, etc.) the Chief, Administrative Services should be advised so the problem can be corrected as soon as possible.

Approval for new space requirements must be given by the Regional Director upon the recommendation of the Director, Administration, Planning & Public Affairs Branch.

2. Association Memberships

Policies and regulations governing the payment of membership fees for individuals to various organizations and associations are constantly being revised. Any staff member seeking membership in an

(1) Any reference to "Chief, Administrative Services Division" in this report should be substituted by "District Director" for Newfoundland.

association or organization should consult with the Chief, Administrative Services Division prior to any commitment by the individual concerned.

Generally speaking, approval can only be granted if the membership can be related to work.

3. Communications

This Region is equipped with the following communication systems:

Telex - The Telex terminal for the Regional Headquarters area is located on the 17th floor, Bank of Montreal Tower. It has the capacity to transmit and receive data world wide. The Telex will also automatically receive data during non-office hours. The Telex operator is on duty 08:00 to 16:30. Should an operator be required to transmit data beyond 16:30 hours; please contact Chief, Administrative Services in advance.

Dex - The Dex terminal is located in the Records Office on the 16th floor, Bank of Montreal Tower. It has the capacity to transmit and receive typed pages to and from areas who

have similar terminals. DEX operators are on duty from 08:30 to 16:30 hours. Request for operator requirements beyond 16:30 hours should be directed to Chief, Administrative Services.

AES-100 - The AES-100 terminal is located on the 17th floor, Bank of Montreal Tower. This system is generally used to communicate with Ottawa Headquarters and the AES-100 in our Newfoundland District Office. An operator is available to assist any staff member on the capabilities of this system. The operator is on duty from 08:30 to 16:30 hours. Branch secretaries should be trained to use the AES-100 as required.

Courier Service - This service is available to staff members for pick-up or delivery of correspondence to any Canadian centre. The Records Office is located on the 16th floor, Bank of Montreal Tower and is responsible for the provision of Courier Services.

4. Contracting Out

The current policy for Contracting Out is

constantly being revised. For this reason, individuals requiring information should contact Chief, Administrative Services Division.

5. Environmental Protection Service Publications

Policy governing the handling of EPS publications is established by the EPS Publications Committee. This committee consists of representatives from all EPS formations at Headquarters and from each of the EPS Regions.

The procedures contained in the "Preparation and Format Manual for Reports" provide a ready reference of the basic information needed for the preparation of all formal reports regardless of the intended distribution.

Demands for copies of scientific and technical publications, such as those produced by EPS, usually total 300 copies. To this must be added the quantity required for our mandatory distribution and to satisfy requests received by mail or telephone. Regional editorial policy dictates that the author have independent readers to review the draft report (section head & division chief) for final review and approval by the regional editor.

There are seven categories of publications:

EPS NUMBER

1. Regulations, Codes, and Protocols
2. Policy and Planning Reports
3. Economic and Technical Review Reports
4. Technology Development Reports
5. Surveillance Reports
6. Briefs and Submissions to Public Inquiries
7. Environmental Impact and Assessment Reports

Detailed information on publication policies can be obtained by contacting F. Fisher, District Director P.E.I., who is the regional member of the EPS Publications Committee.

Procedures for printing EPS Publications are handled by the Administration Branch.

6. Hours of Work - General

EPS Atlantic Region employees are expected to

operate on the flexible hours of work system.

Briefly, the "System" is as follows:

- an employee must work 7½ hours per day excluding the lunch period (37½ hours per week)
- the hours worked each day must be consistent; any change in hours must be discussed and agreed upon with your supervisor
- an employee may commence work from 07:00 to 09:00
- all employees must observe the "core" hours; 09:00 to 11:30 hours and 13:00 to 15:30 hours
- an employee cannot depart before 15:30 hours

7. Library Services

EPS Atlantic Region (Headquarters) employees have two libraries at their disposal. Downtown Halifax at 1 Sackville Place and the library located at the Bedford Institute of Oceanography. Both of these locations are Department of Fisheries and Oceans components. In the Newfoundland District, employees utilize the Fisheries and Oceans library.

An agreement between Fisheries and EPS allows employees of EPS to utilize the two library facilities. However, if an EPS staff member requires a copy of a report, a subscription, a book or any other library services that require an expenditure of funds, the employee must have his or her Director's signature of approval on the Requisition for Goods or Services (see part II D.6) or a library request form and forward to Maritimes Regional Librarian, Department of Fisheries and Oceans. The Regional Library will not accept any document which does not have the signature of a Director or the Director General.

No purchases of books can be actioned unless they are forwarded to the library.

8. Media Interviews

Dealing with the media

Now that we have a public affairs office in the region, should other staff members be talking with the media? The short answer is "yes". The public affairs office is to facilitate liaison between EPS staff with specialist knowledge and the media. Its creation will increase rather than decrease EPS staff contact with the media.

In matters of a technical or scientific nature the best qualified member of EPS staff should answer as directly and honestly as possible media questions that are within his sphere of expertise. Policy questions should be answered only by the Regional Director General or his designate.

Speed and accuracy in dealing with the media are absolutely essential.

Speed: Deadlines govern the work of all media and, if EPS is to make a good impression and win friends, it is important that we recognize this fact. Medial enquiries should never be directed to someone else. In all cases, if the staff member called cannot answer the question and needs to refer it to someone else, the reporter should be assured that the correct person will telephone him within 15 minutes. The EPS person then selected to answer the question should be briefed by the call recipient and should then call the media representative within 15 minutes time limit. In cases where the person with the answers is not available, the person who received the call should get back to the reporter within the 15 minute time limit and explain the delay, who will eventually be answering the questions, and when.

Never, under no circumstances, should reporters be sent on a telephone number paper chase. It should be our job to track down the competent authority on behalf of the media.

Accuracy: Lack of accuracy could be extremely negative for EPS programs. Be absolutely certain of your facts when talking with the media. If you are uncertain, tell the reporter you want to check and will call him back within 15 minutes or less with the correct information. On contentious issues, make sure that what you have said has been understood by the reporter.

Above all, be governed by policies of common sense and honesty. Dishonest or evasive answers, on balance, can only get us into a greater degree of trouble. This does not mean that you have to be drawn into answering questions outside your sphere or knowledge or responsibility. In those cases, ask the reporter if he would like a call from someone else who is qualified to answer the question (and make sure that call is made within the 15 minute time limit).

An easy area to get trapped in is one dealing with EPS policy. The reporter may start off on technical or scientific subjects with which you are

familiar and then ask a question relating to policy. Unless you know you are on absolutely firm ground with the answer, you should tell the reporter that, since it is a matter of policy, you would prefer that the answer came from the Regional Director and that you will have him call the reporter within 15 minutes.

Be sure of what you want to say. Look upon each approach from the media as an opportunity (even in negative circumstances) to get across to the public a message or statement positive to the operation of EPS. This is often quite difficult to do under the pressure of an unexpected telephone call. It is quite permissible to buy yourself some time - so long as it's not too much - with the following ploy: Find out the line of questioning the reporter wants to take, tell him you want to check a few facts, and promise to get back to him within five minutes. Use the five minutes to make a list of the points you think should be made from an EPS viewpoint within the sphere of the questions. You may also want to get a second opinion.

Taped interviews for radio or television sometimes cause problems for those being interviewed - but they need not. We have all heard or seen interviewees avoiding answers or trying to "wing it"

without detailed facts. An interviewee in trouble can be news and so, even if the answers are poor, the film or tape can be used. Remembering the cardinal rule of honesty will get most EPS staff out of hot water. If you don't know the answer to a question, say so, and offer to get the answer. You cannot be criticized for lack of knowledge and you will not be criticized for an attitude of co-operation. In most cases the interviewer will avoid the line of questioning he has followed to that point and his question and your offer of help will be edited out of the film or tape. If you keep in mind that films and tapes are edited, you can use that knowledge to your advantage. There is no news value in someone saying he will find the answers - but be sure you are in fact prepared to find those answers.

Live radio or television interviews are a different matter, but again no cause for concern if you are properly prepared. You will normally have the advantage of knowing in some detail the subject or line of questioning. Be fully prepared and know, regardless of the questions, what you would like to say. Let the interviewer know beforehand, if possible, what you would like to say. In most cases they will be co-operative. Answer the interviewer's

questions honestly and fully but, if they are not designed to draw out what you want to say, lead the discussion yourself. In other words, answer the question and then add what you want to say. Control the interview. Be prepared.

Again, if you don't know the answers, don't try to "wing it". The audience will forgive lack of knowledge, especially if it is accompanied by an offer to get the correct information for the reporter following the interview. They will not forgive someone who is trying to appear more knowledgeable than he is.

Every single member of the staff, from the secretary who answers the telephone to the Regional Director who talks on it, are practitioners of public relations. We work in an honorable field, affecting for the good the environment in which we and children will have to enjoy. We should be proud of what we do and that pride should be reflected in our dealing with others. It should be infectious. That, after all and with all the frills cut away, is the essence of good public relations.

9. Ministerial Correspondence

The Regional Operations Branch is responsible

for coordinating responses to Parliamentary Inquiries and Ministerial Correspondence directed to the Region by the Ministerial Correspondence Unit (MCU) of EPS.

A guide entitled "Preparation of Correspondence in EPS", issued by the EPS Executive Secretariat Division in October 1978, outlines the types of action we may take with respect to Ministerial Correspondence, the procedures we follow in preparing draft correspondence for senior official signature, the proper routing of such correspondence within our service.

We frequently receive from the Office or a Minister of the Crown inquiries that do not fall under the general heading of "Parliamentary Inquiries". These questions are normally raised by the Constituents and are directed to their Members for a response. Requests for this type of information can come directly from the Office of the Minister concerned or through the MCU. In such cases, it is our responsibility to: (1) ensure that our Minister is briefed on the matter so that he will be in a position to answer any questions directed in the House; (2) coordinate the response to the inquiry.

10. Quarterly and Annual Reports

Each EPS Prime Responsibility Center is responsible for submission of Quarterly and Annual Reports.

The prime purpose of the Quarterly Reports is to highlight achievements, significant events and problems. Intended for internal EPS use and to be informative, they are prepared in point form and present issues almost by exception. As well, they should not contain detailed tables or statistics which are to be included in Annual Reports (q.v.) unless these are required to emphasize a point.

Quarterly Reports will provide:

(a) A summary of problems, outstanding progress, significant milestones, achievements and variances in relation to planned activities for each of the EPS national programs.

(b) An outline of significant events such as major problems encountered and resolved, actions with notable public, political, national or international exposure, major achievements or milestones and significant trends or precedents from the perspective of each Prime Responsibility Center.

(c) Summaries of significant changes or trends in budgetary plans, organization or staff.

(d) An outline of potential problems.

The purposes of the Annual Report is to; provide information so that actual accomplishments may be compared to planned activities, provide data for performance measurement, determine the purpose for which resources are used and the benefits gained therefrom, provide information to assist in the assessment and adjustment of short and medium term plans in the light of actual achievements, provide data to aid in the control and measurement of operations and prediction of future resource requirements on the basis of forecast outputs and past and current levels of efficiency, and to provide information to assist in the assessment of certain facets of managerial performance.

Annual Reports will provide:

(a) Information on actual workload in comparison to planned activities as outlined in Operational Plans, with special emphasis on quantifiable activities which govern or are indicative of the

workload or outputs of specific components of programs.

(b) Reports on program progress.

(c) A translation of activities or outputs into accomplishments or achievements with an indication of their impact on programs and the environment.

(d) Analysis of resource use with particular emphasis on usage in relation to actual workloads and achievements.

The Annual Report shall contain:

(a) A narrative summary of the highlights of the activities and achievements of the PRC from the perspective of the Director General (Director in case of the HQ Branches mentioned above).

(b) A report of activities and achievements related to each goal of each of the EPS national programs.

Further information on either Quarterly or Annual Reports can be obtained from the Director, Administration, Planning and Public Affairs Branch.

11. Notice Boards

Notice Boards for EPS Atlantic Region are located in the following areas:

- Bedford Institute - Laboratory Facility
- Bank of Montreal Tower - 16th Floor
- Bank of Montreal Tower - 17th Floor
- Newfoundland - main office

To ensure that all staff members are aware of the material posted on these boards, it is recommended that a weekly review be conducted by personnel. The responsibility for maintaining the information and orderliness of the boards lies with the Administrative Supervisor.

12. Office Decor and Maintenance (Bank of Montreal Tower)

The office decor for EPS is such that care must be exercised to ensure it remains tidy and attractive. The numerous plants, pictures and special facilities should not be tampered with by any staff member as companies are under contract to maintain their upkeep.

The conference rooms located on the 16th and 17th floors should be checked for cleanliness at the conclusion of a meeting by the individual who had reserved the room. Others may have need to use the conference room after your meeting. The janitorial staff does not clean until the evening.

To reserve a conference room, please contact the following persons:

16th floor - Secretary, Regional Director

17th floor - Secretary, Director, Marine
Environment Branch.

13. Phone Numbers

The telephone numbers most frequently called are as follows:

Regional Director	426-3593
Regional Operations Branch	426-6086
Marine Environment Branch	426-8301
Air and Water Branch	426-6132

Contaminants and Assessments Branch	426-6141
Administration, Planning and Public Affairs Branch	426-5896
Public Affairs Advisor	426-7990
EPS Warehouse	426-6225
EPS Laboratories (BIO)	426-3288
Environmental Emergencies	426-6200
Receptionist	426-3980

A list of telephone numbers, which indicates every employees phone number, is revised and distributed to all personnel on a monthly basis by the Administrative Services Division.

14. Political Activity

Public Servants may attend political meetings and financially support a candidate or party in any federal or provincial election.

Before a Public Servant performs any voluntary work or service for a candidate or political party, they should request the Chief, Administrative Services to advise whether or not Public Servants are permitted to do the specific type of work or services under existing government regulations.

Public Servants may run as a candidate in any

federal or provincial election if approval is obtained before nomination, but if elected, they must resign from their federal government position.

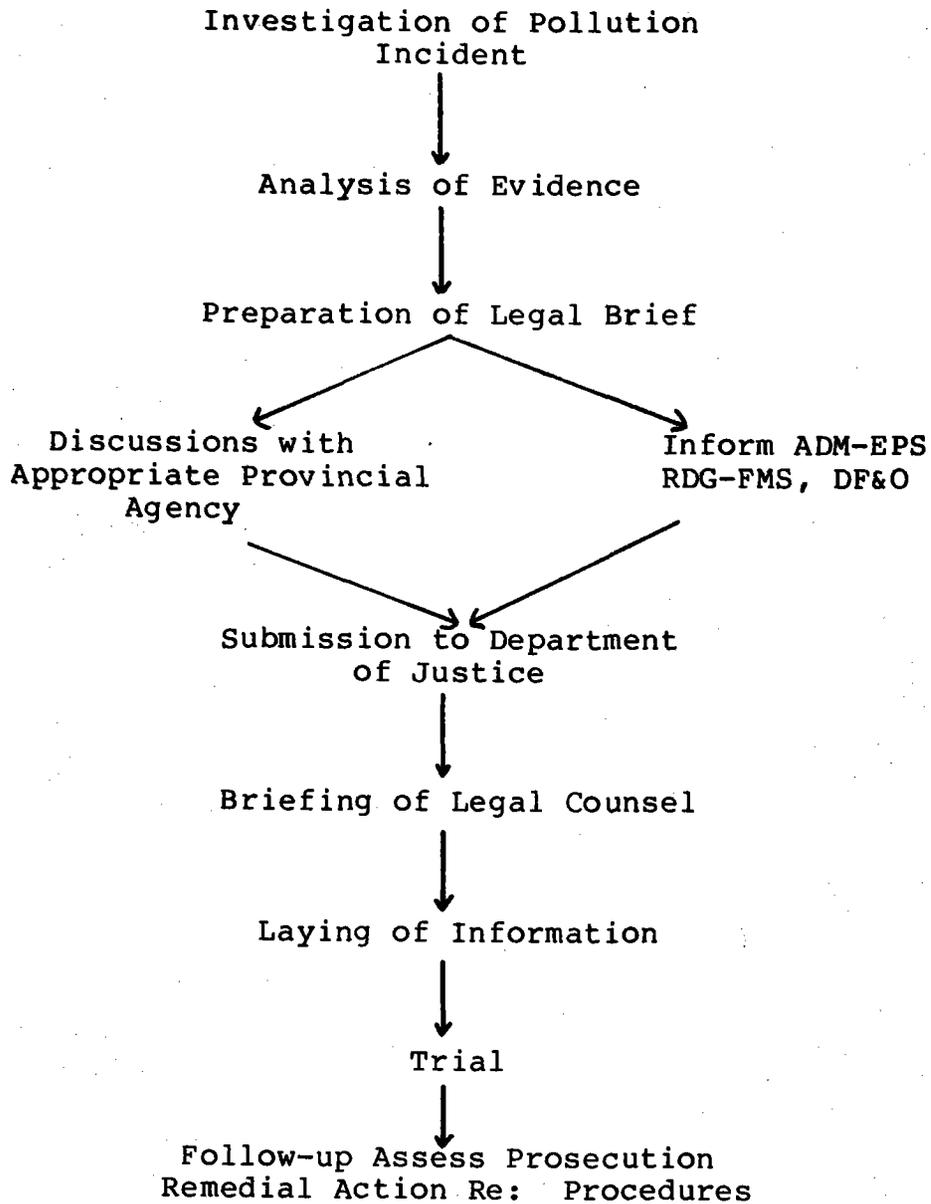
15. Prosecution Protocol and Ministerial Briefing Processes

Prosecutions Procedures

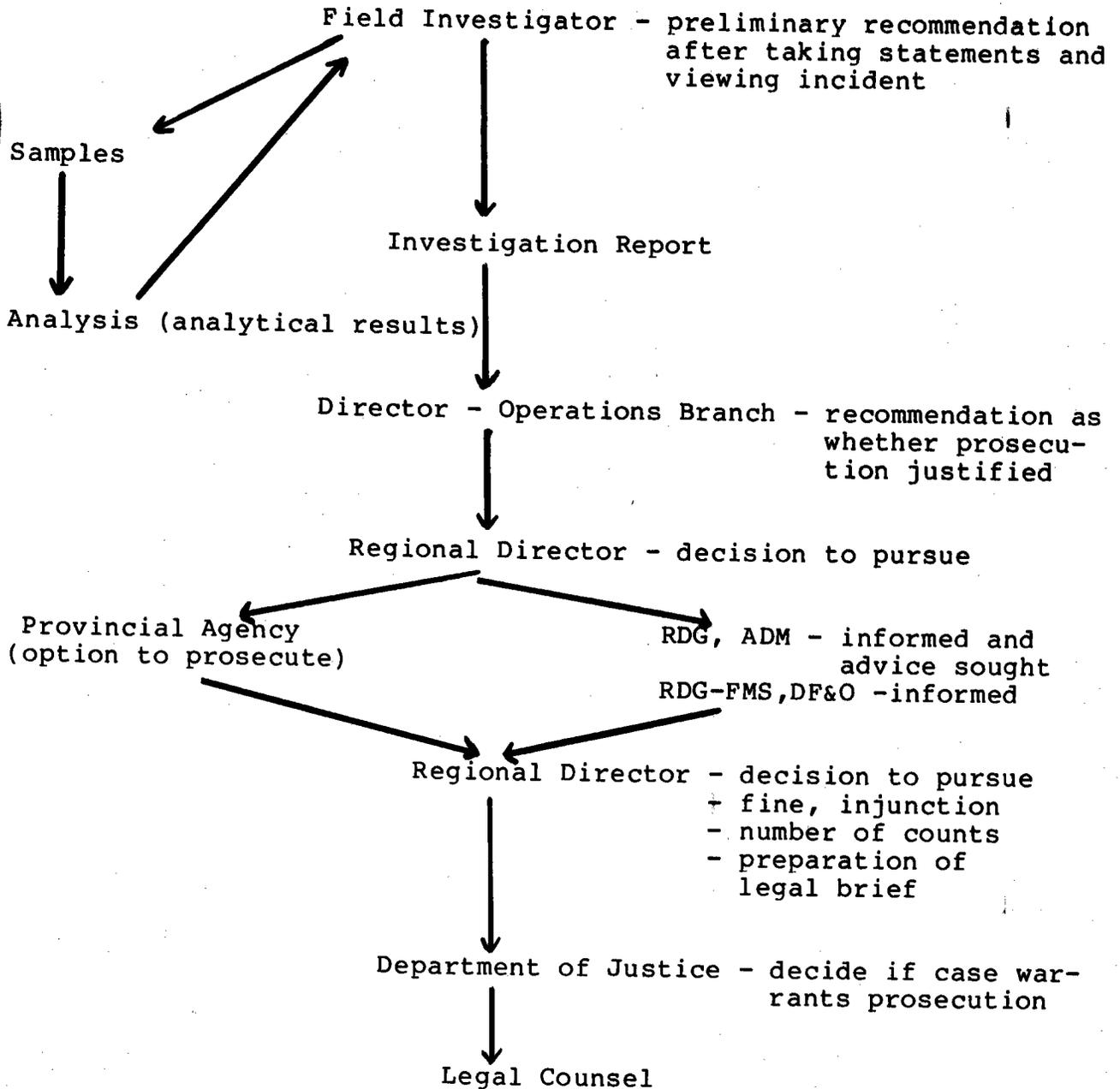
The Regional Operations Branch is responsible for coordinating the administrative procedures relating to prosecutions under the various Acts administered by EPS. In addition, the Branch ensures that all decision-making steps are adhered to, and that time frames are observed throughout the development of a prosecution.

The following diagrams outline procedures followed by EPS in prosecutions under the Fisheries Act:

ADMINISTRATIVE STEPS



DECISION MAKING STEPS LEADING TO A PROSECUTION



The draft "Prosecution Procedures Manual" will be used as a guide in developing any EPS prosecutions in the Atlantic Region.

Ministerial Briefing Processes

Primary mechanisms used for briefing the Minister include:

(1) Briefing cards on current issues are inserted in the Minister's House Book.

(2) A narrative overview of essential Service information is presented in the Department Reference Manual.

(3) Narrative notes on pertinent subjects are incorporated into a special "one-shot" briefing book prepared for each official Ministerial meeting/visit.

(4) Supplementary Comprehensive briefings which provide details and elaborate on specific subjects are presented to the Minister (through the Deputy Minister) on an ad hoc basis.

(5) Significant event reports on environmental emergencies are forwarded to the Minister's attention.

(6) Parliamentary Returns: response to written

Parliamentary questions; technical assessments of Bills introduced by Private Members of Parliament; response for an adjournment debate.

Descriptions of these processes, formats for the various types of briefing material, departmental channels for processing, and time frame for responses, are outlined in a reference booklet: "Ministerial Briefing Processes", prepared and issued by the EPS Executive Secretariat Division, Policy, Planning and Analysis Branch, June, 1978.

The Operations Branch is responsible for coordinating any Ministerial Briefing information supplied by EPS in the Atlantic Region. The briefing card system is the one used most frequently, and the following Regional Offices procedures are noted:

(1) Briefing notes are to be up-dated every 1-3 months. (A complete review of all current briefing notes is initiated by the Executive Secretariat Division during Parliamentary Recess).

(2) Briefing notes, drafted by EPS staff, must be approved by the appropriate District or Branch Director before processing by Regional Operations Branch.

(3) All Ministerial briefing material is submitted through the EPS Executive Secretariat Division to ensure a complete briefing register for EPS. Copies are designated to the appropriate HQ Directorate, and to the District or Branch Director approving the input material.

(4) Copies of all Ministerial briefing material are to be filed in the Ministerial Briefing Book maintained in Regional Operations Branch.

16. Reception (Bank of Montreal Tower)

The service provided by the receptionist in this office benefits every employee. The receptionist is charged with the responsibility of providing pleasant, courteous and precise telephone answering service; receiving visitors to the office with the same pleasant, courteous and precise manner; providing a clipping service; and general typing and clerical duties.

Each employee is expected to cooperate with the receptionist by:

- making their whereabouts known to the receptionist utilizing the log book in the reception area.

- booking all travel requirements through the receptionist including any cancellation requirements.

- not using the reception area as a meeting place or reading room.

18. Safety

The safety and health of all employees is a prime consideration in the operation of the Public Service. It is the intention of the Government, through the full participation and support of all managerial levels, to establish and maintain an effective program to prevent employee injury in the Public Service.

This policy requires the active participation of all departmental management and their acceptance of responsibility for the continued maintenance of safe working conditions, procedures and attitudes among the employees.

In implementing this policy, each department and agency will be required to establish and maintain a program of occupational safety activities as an integral part of its operations and to provide for a satisfactory safety performance through the

enforcement of standards and the promotion, by training, of the required supervisory and managerial responsibilities and skills.

Each employee has the responsibility to know and observe safety rules and procedures and to make effective use of his time, equipment and efforts in the performance of his work by co-operating fully towards a successful accident prevention program.

As the causes of accidents arise from work and its environment, the administration of this occupational safety program must be through the supervising management who are in control of the work and who have the required operating knowledge of departmental management participate fully by providing leadership and actively promoting the safety program as an integral part of his managerial responsibilities. In keeping with this approach, the Deputy Minister of a department or the Chief Executive Office of an agency is accountable for the following general safety responsibilities:

- the organization and maintenance of a formal occupational safety program appropriate to the operations of the department, based on the participation and co-operation of all levels of departmental management;

- the maintenance of safe working conditions and procedures, and the development of attitudes conducive to safety among the employees, through leadership and guidance;
- the enforcement, through appropriate lines of delegation and authority, of applicable safety codes, rules, and regulations, and an effective program of inspection of operating equipment and facilities in the department;
- the establishment of a system to provide a continuing review of the safety activity and performance of all segments of the department;
- the development, through training and directives, of an intensive attitude of managerial safety responsibility and an understanding of the department's occupational safety objectives;
- the initiation of programs which evaluate the safety performance of each member of management, incorporating guidance and training, where required.

Under this policy, the Treasury Board, supported by the inspection, technical, and advisory services of the Canada Department of Labour, will monitor the occupational safety activity and employment injury experience in the Public Service.

Management Procedures Respecting the Investigation,
Recording and Reporting of Work Accidents and
Injuries - Public Service of Canada

Purpose

1. The purpose is to outline, in accordance with the Occupational Safety Policy, requirements governing the administration of procedures in respect of work accidents and injuries in the Public Service of Canada.

Application

2. These procedures apply to all Public Service departments and agencies.

Departmental Responsibilities

3. Each department and agency is responsible for ensuring that work accidents occurring within its jurisdiction are, in accordance with these procedures, reported, recorded and investigated, the causes determined, and that appropriate measures designed to prevent similar occurrences are applied.

(a) prompt action is taken to effect, to the extent that is reasonably practicable, recommended changes in physical conditions or work procedures

arising from such investigations;

(b) the required reporting and recording procedures are followed;

(c) appropriate levels of management responsibility in respect to the requirements of (a), and (b) above are designated and made known.

Employee Responsibilities

4. Employess must report every work accident or injury as soon as possible to their supervisor.

Accident Investigation

5. The responsibility for ensuring the effective conduct of accident investigations rests with the supervising manager.

6. Officers of a Regional Safety Office of the Canada Department of Labour are available to provide technical advice or assistance in such investigations.

7. An investigation shall be carried out and a "Supervisor's Accident Investigation Report" form completed in the case of every work accident resulting in:

(a) a fatality;

- (b) a disabling injury;
- (c) property damage or loss exceeding \$300.;
- (d) any occurrence which requires rescue, revival or other emergency measures.

8. In the case of the following types of work accidents and injuries, detailed procedures respecting the method and extent of investigation shall be determined by each department according to its operating requirements and good industrial safety practice:

- (a) non-disabling injuries, i.e., injuries which require medical attention beyond first aid, but do not involve lost time beyond the day or shift on which the injury occurred;
- (b) accidents causing property damage, the cost of which is estimated to be less than \$300.;
- (c) any other incident or occurrence, the circumstances of which could have caused injury or property damage of sufficient severity to warrant a degree of investigation.

Distribution of Accident Investigation Reports

9. (a) Copies of the Supervisor's Accident

Investigation Reports shall be distributed to appropriate levels of management according to the requirements of the department.

- (b) One copy of each Report of the accidents shall be forwarded to the appropriate Regional Safety Office of the Canada Department of Labour within 15 working days.

10. Record of First Aid Treatment

A record of all minor accidents that involve first aid only, including the date, type of injury, and treatment given for each case of first aid, shall be maintained.

The following personnel are trained in First Aid:

<u>NAME</u>	<u>LOCATION</u>	<u>TELEPHONE NUMBER</u>
	<u>BIO Complex</u>	
B. Horne	Strickland Bldg. ground floor	426-6196
R. Parker	Core Bldg.	426-3287
M. MacIsaac	Strickland Bldg. ground floor	426-2315
K. Doe	Core Bldg.	426-3285

<u>NAME</u>	<u>LOCATION</u>	<u>TELEPHONE NUMBER</u>
<u>Bank of Montreal Tower</u>		
D. Walter	16 Floor	426-6132 (I/C 37)
R. Simmons	17 Floor	426-6317 (I/C 18)

18. Security

Security is a broad subject which reaches into virtually every aspect of government operation. Security is the protection of buildings, their contents, information and personnel against loss, theft, willful damage, compromise, improper disclosure, espionage, sabotage and subversion, by each person correctly discharging his or her responsibilities in a manner which will help to prevent such events occurring.

Security can be subdivided into two major areas. These are physical security and personnel security.

(a) Physical security includes building management, records, communications, special passports, material management and financial management.

(b) Personnel security includes individuals, their careers and their personnel records.

(c) The Departmental Security Officers shall have full authority to determine the necessary systems and procedures in order to conduct an

effective security program which will meet the requirements of the Security Panel of the Office of the Privy Council of Canada, and to implement the policy of the department with respect to security.

(d) The Regional Security Officer, Chief, Administrative Services Division and the Administrative Supervisor shall have full authority to inspect and audit security practices throughout the department.

(e) Security Classifications:

- (a) Top Secret - material which is of paramount importance and when their disclosure would cause exceptionally grave danger to the nation
- (b) Secret - material which when their unauthorized disclosure would endanger national security, cause serious injury to the interest or prestige of the nation or would be of substantial advantage to a foreign power
- (c) Confidential - when unauthorized disclosure of materials would be prejudicial to the interests of the nation or would be of advantage to a foreign power or would cause damage to an individual

- (d) Restricted - Documents, information and material are to be Restricted when they should not be published or communicated to anyone except for official purposes and when they are not classified in any of the three previous categories

19. Transportation

When possible, employees are encouraged to utilize government vehicles for local transportation. If this is not possible, private vehicles or public transportation can be utilized and the employee would be reimbursed his or her expenses. Taxis should only be utilized when all other means of transportation are not available. Approval for the use of the taxi should be obtained prior to departure.

B. Finance

1. Administration of Cost Codes

Cost codes are allocated by the Finance Division in accordance with headquarters financial planning requirements and the regional operation plan. These codes, therefore, reflect the costs of carrying out planned activities. In order to evaluate our resource utilization, they are also related to the RUI system.

The cost codes and the allocation in cost codes cannot be changed without prior consultation with the Regional Director or the Director, Administration, Planning and Public Affairs.

2. Delegation of Signing Authority

Signing Authority in the Federal Government is governed by the Financial Administration Act. There are three categories of Signing Authority:

Section 25 - Commitment Authority

Section 26 - Payment Authority

Section 27 - Spending Authority

With the exception of the Director, Administration, Planning and Public Affairs Branch, Chief, Administrative Services Division, Regional Financial Officer, Senior Accounts Clerk and the District Director, Newfoundland all other managers in EPS Atlantic Region, who have signing authority, can sign under Section 27. This "Authority" can be defined as follows:

"Spending Authority" is the authority delegated by the Minister and Deputy Ministers to responsibility centre managers which enables them to: incur expenditures against their own budget; confirm satisfactory contract performance and price in accordance with Section 27 of the Financial Administration Act as a prerequisite to the requisitioning of payments. This authority may also be delegated to their designated subordinates as well as to other officers who exercise such authority on behalf of responsibility centre managers.

Spending Authority is a legal responsibility, therefore, any manager who is not certain of his or

limitations or if in fact they are entitled to have Signing Authority, should contact the Chief, Administrative Services.

3. Payment of Accounts

Payment of accounts is basically completed by the Finance Section. A manager becomes involved in this process when an invoice is received in Administration for the company from which the goods or services had been ordered. At this point, the manager will receive from the Finance Section the actual invoice from the company concerned. The manager exercises his or her Signing Authority (Section 27) by way of his or her signature on the invoice to indicate that the goods were received or the services were performed according to the specifications of the original order. The manager would then forward the signed invoice to the Finance Section for final processing.

4. Petty Cash

Petty cash, which is retained and controlled by the Administration Division, is to be used for emergency purchases of small dollar amount items. A single purchase should not exceed \$15.00. Should

the item required exceed the \$15.00 limit, the Chief, Administrative Services must be contacted for approval. Staff members should note that when purchasing items with petty cash, employees should present their government identification to ensure that no taxes are added to the purchase price.

5. Removal Expenses

Regulations governing Removal Expenses are extremely complex. For this reason, any employee involved with removal should contact the Regional Finance Officer for further information and instruction.

6. Travel

Travel arrangements are made by the receptionist on the 16th floor. When an employee is required to travel on government business, he or she must first ensure his or her Authority to Travel form has been approved. Regional travel requires Director approval, national travel requires Regional Director approval and international travel requires Assistant Deputy Minister approval. The Authority to Travel form must be submitted to the Finance Section prior to departure.

On return from a government business trip, an employee must submit his or her claim to the Financial Section, complete with approved signature, within 15 working days.

The following is a brief summary of the allowable expenses for government employees. Any further information can be obtained from the Administrative Division.

Transportation at the Start and End of Travel Status

Generally employees must present themselves at their workplace at their own expense. If further travel beyond the workplace is necessary, the cost is the employer's responsibility (for example; the airport). On the first or last day of travel, extra costs will be borne by the employer if the normal workplace to home pattern is disrupted.

All costs must be reasonable and justifiable.

Light Meals

Where a carrier provides a meal which is scheduled at a time that the conditions would be

uncomfortable and unreasonable an employee may be reimbursed for the cost of a light meal, not exceeding the luncheon cost of \$4.10. It must be emphasized that this applies only in unusual cases.

Transportation

-Overnight stops are allowed after continuous flights of 9 hours.

- Private aircraft can be authorized when it is more practical.

- Other travel means can be used when an employee has a fear of flying.

- Rail travel is often more economical and should be authorized whenever possible. Coach class is the standard but first class rail travel may be authorized when the trip is longer than 4 hours and cheaper than economy air fare.

Private Vehicle Rates

When use of a private vehicle is authorized at the request of an employer:

	Nfld.	Que./N.S.	Ont.
	<u>N.B./P.E.I</u>		<u>West</u>
- each of first 4,000 miles	25.5	24.5	23.5
(6,438 kms)	(16.0)	(15.0)	(14.5)
-each of next 4,000 miles	22.0	21.0	20.5
(6,438 kms)	(13.5)	(13.0)	(12.5)
-each of miles in excess of	20.0	18.5	18.0
8,000 miles (12,875 kms)	(12.5)	(11.5)	(11.0)
-employee request	10.5	9.0	9.0
	(6.5)	(5.5)	(5.5)

For Supplementary Business Insurance, (SBI) an employee shall be paid an additional 16 cents/mile (10 cents/km until cost of SBI premium is covered. Reimbursement shall be related to period of premium coverage. This applies when employer requests employee to use private vehicle.

Accommodation

- Government listed hotels/motels should be used as per Central Travel Service (CTS) listing

- Use of private accommodation is permitted at a rate of \$9.60 for each use and \$2.70 for incidental expenses

Meals and Incidentals

- For full days in travel status in Canada,
Composite Allowance is \$22.65

- For travel in the U.S., the Composite
Allowance is \$24.65

	<u>Canada</u>	<u>U.S.</u>
Breakfast	3.70	4.20
Lunch	4.10	4.60
Dinner	10.25	11.25
Incidentals (comm)	4.60	4.60

When a round trip is less than one day, an employee shall be paid an allowance based only on meal expenses. In exceptional cases justifiable incidentals may be required.

Extended Travel

When an employee is required to spend more than two months in travel status in one location, arrangements shall be made by the employer for self-contained accommodation at weekly or monthly rates.

For this type of accommodation, a daily allowance of \$22.65 for meals and incidentals is provided in Canada and \$24.65 in the U.S.

Weekend Travel Home

Employees who qualify for weekend travel home should be permitted to do so on specified weekends if work schedules permit and public or private transportation is available and practical.

All travel must be authorized in advance.

In such cases the employee shall be reimbursed his actual costs not exceeding

(a) the cost of keeping him in travel status OR

(b) for a 2 day weekend \$68.70

for a 3 day weekend \$101.55

whichever is the greater of (a) or (b).

The employee is only reimbursed an amount equal to the carrier's fare on evidence of payment. If he uses a private vehicle, the costs shall be calculated according to the applicable rates or $\frac{1}{2}$ the rate if a motorcycle was used.

C. Personnel

1. Annual Appraisals

Purpose of Appraisal

The actual evaluation of an employee is based on the day to day exchange of opinions between staff and supervisors concerning goals, methods and success on the job. These ordinary processes are formalized in appraisal programs for the purpose of obtaining permanent records of employees experience and skills for use in identifying persons for promotion and development, manpower planning, merit pay determination, development of training programs, and personnel research.

An associated function which is also important is the "employee-manager communication" that must take place in order to properly prepare the appraisal document. Through this rather open discussion the employee learns directly of his value to the organization and is reassured that competence and loyalty are rewarded through the supervisor's real interest in him, his work and his plans.

The usefulness of appraisals in promotion-reviews suggest that matters which are confidential

to the employee and supervisor may be seen by a variety of managers and staffing officers both in DOE and other departments. This necessitates that the written document be carefully prepared and methodically reviewed. None-the-less it is obvious that within the limits of normal confidentiality the more persons who study the appraisal recommendations concerning the employee's career, the better may be the chances for his or her development and advancement. The competing demands for confidentiality and usefulness are resolved as follows:

Review and "Flow" of the Completed Appraisal - After completion by the employee and supervisor all evaluations must be reviewed by a more senior officer to ensure that the rating is both fair and reasonable.

Filing of the Completed Appraisal Forms - Copies of the appraisal are placed on employee personnel files, on departmental inventory files, and on files at the Public Service Commission Data Stream Information Centre. The latter files are used by staffing officers of all departments in search of promotable personnel.

2. Classification Action

Job evaluation begins with analysis of the work to determine its characteristics and requirements, continues through the writing of a description of the duties and responsibilities and ends with the evaluation of those duties and responsibilities against the appropriate classification standard for an occupational group.

The description is the basic document for classifying and evaluating a position. It should be initiated by the line manager and must describe the duties, responsibilities, and other characteristics of the work actually being performed by an employee or, if there is no employee performing the duties, the actual duties that will be performed by an employee.

The following documents are to be completed for each classified position:

- (a) A job description (4 copies)
- (b) An organizational chart signed by the
Director of the Branch
- (c) Official language input form (completed
by Administration)

The Director of the Branch submits his request to Administration for review.

3. Employee Benefits

(a) Death Benefit Plan

The Death Benefit Plan insures the life of all Public Servants who elected to participate in this insurance plan in 1954 (and is mandatory for those who joined the Public Service after 1956) for a benefit equal to his/her salary providing it is divisible by \$250 or to the next highest amount that is divisible.

For more information on this plan, consult the booklet entitled "Your Superannuation Plan".

The Salary Cheque Deduction Code for the Death Benefit Plant is "SD".

(b) Disability Insurance

The payment of premiums for Disability Insurance is mandatory for all Public Servants, if they commenced employment after January 1, 1970.

The Disability Insurance Program generally pays 70% of an employees salary if the employee would be subject to Income Tax, and if they

are not able to work at their vocation after whichever is the longest period, (a) a thirteen week waiting period, or (b) when their Sick Leave Credits run out.

Note: An employee must meet the requirements, which could be considered very restrictive, before benefits under the Plan will be paid.

The premium payable is 40 cents per thousand (10 cents for each \$250) of your salary, (e.g., if your salary is \$20,000 annually, your premium would be \$8.00 per month; a salary of \$21,000 would pay \$8.80).

The Salary Cheque Deduction Code for Disability Insurance is "PL".

(c) Group Supplementary Medical Insurance Plan (GSMIP)

An employee and his family are eligible to join the Plan which includes the payment of 80% of drug charges, sixteen other Major Medical expense items as shown in the GSMIP pamphlet, and can also include an amount of twelve dollars and twenty five cents (\$12.25) per day for payment of semi-private or private room

charges for a small additional premium.

The Salary Cheque Deduction Code for GSMIP is "MG".

(d) Management Insurance

As personnel who have been designated as Management Exclusions are not eligible for membership in any union and, therefore, cannot participate in any union life insurance program, they may obtain special Management Insurance.

Information on the Management Insurance Program will be given on request to the Chief, Administrative Services.

(e) Sun Life Insurance

This term insurance plan may be taken out by Personnel if they belong to the Fisheries and Environment Canada Component of the Public Service Alliance.

Sun Life Insurance insures the employee or the employee and family during employment with this Service, and in retirement, if desired.

The Salary Cheque Deduction Code for Sun Life Insurance is "AJ".

(f) Employees Compensation

Employees should report all injuries incurred while working or on Travel Status, no matter how trivial, to his/her Head, Manager or Director as soon as possible. If deemed at all necessary, the employee should have a doctor examine the injury and carry out any required treatment. The doctor should be advised that the injury was incurred when on duty and the required Workman's Compensation Board form should be completed and submitted by the Physician.

The injured employee should also advise the Chief, Administrative Services of the accident whether he/she attends a doctor or not, and assist the Chief in the completion of an Employer's Report of Accident and have the Supervisor's Accident Investigation Report form completed by his/her Head or Manager.

By reporting all injuries, the employee protects his/her rights should the injury cause any additional physical problem at a later date.

(g) Canada Saving Bonds

During the month of October each year, Canada Savings Bonds may be purchased under the Payroll Deduction Plan.

All personnel receive Canada Savings Bond Brochures, applications and information on completing and submitting during the campaign period.

The Salary Cheque Deduction Code for Canada Savings Bond is "CS".

(h) Credit Unions

Employees who are members of the Federal Savings Credit Union are eligible to make application for payroll deduction from their salary cheque. Interested personnel should make enquiries at the many convenient locations to find out details of the various services offered.

(i) United Way of Halifax-Dartmouth Metro Area,
Federal Service Division

Each year all Federal Government Departments and Agencies participate in the United Way Campaign.

The campaign starts in early October and finishes by the end of November. Participants, by application, may select deductions or make a cash donation. Income tax receipts are provided.

The Salary Cheque Deduction Code for United Way is "UA".

4. Holidays - Statutory
Designated Paid Holidays

The following days shall be designated paid Holidays for employees:

- (a) New Year's Day
- (b) Good Friday
- (c) Easter Monday
- (d) The day fixed by proclamation of the
Governor in Council for celebration of the
Sovereign's Birthday
- (e) Dominion Day

- (f) Labour Day
- (g) The day fixed by proclamation of the Governor in Council as a general day of Thanksgiving
- (h) Remembrance Day
- (i) Christmas Day
- (j) Boxing Day
- (k) One additional day in each year that, in the opinion of the Employer, is recognized to be a provincial or civic holiday in the area in which the employee is employed or, in any area where, in the opinion of the employer, no such additional day is recognized as a provincial or civic holiday, the first Monday in August
- (l) One additional day when proclaimed by an Act of Parliament as a National Holiday

5. Leave

1. Vacation Leave

An employee is encouraged to use vacation leave in the year in which it is earned. Please refer to your applicable Collective Agreement for accumulation factors.

2. Sick Leave

An employee shall earn sick leave credits at the rate of one and one quarter ($1\frac{1}{4}$) days for each calendar month for which he receives pay for at least ten (10) days.

An employee is permitted to use up to seven (7) casual sick days each year, as long as no more than 3 days are used at one time without medical certification.

Should an employee be absent due to sickness more than 3 days, a medical form (Physicians Certificate of Disability for Duty) is required.

Other types of leave are defined in the various collective agreements.

6. R.U.I. System

The RUI (Resource Utilization Inventory) System forms one of the principal bases for analysis and evaluation of the regional programs.

Time spent for the following functions can be

ascertained on a quarterly and/or annual basis:

- (i) Operational
- (ii) Program direction or coordination
- (iii) Training and conferences
- (iv) Leave, sick leave, compensatory leave and special leave
- (v) Travel
- (vi) Laboratories
- (vii) Other special items such as Regional Board or Language training.

In addition to this information, summaries can be provided on a branch, section, position, project and goal basis.

RUI time sheets are completed by all members of staff and submitted on a weekly basis for input into the computer at the Bedford Institute of Oceanography.

7. Salary Cheques

Salary cheques are issued every second Thursday. An employee is able to compute his rate per annum if he takes the four week gross and multiplies

it by the factor 13.044.

The following deductions are compulsory:

- (1) Income Tax
- (2) Union Dues
- (3) C.P.P.
- (4) U.I.C.
- (5) Disability Insurance
- (6) Supperannuation
- (7) Death Benefits

The following deductions may be optional:

- (1) Credit Union
- (2) Group Surgical Medical Insurance Plan
- (3) Public Service Medical Insurance Plan
- (4) Canada Savings Bonds
- (5) United Way

Should you have any questions relating to deductions, please contact the Administration Division.

8. Staffing Actions

The Staffing Process - To initiate the staffing process the following documents are required:

- (1) staffing request
- (2) copy of applicable P.A.S.
- (3) official language form for the position

The request is signed by the requesting officer and forwarded to Director/APPA for signature as authorizing officer. Please note that all forms are prepared by APPA. The Regional Director is the only "approving" officer for staffing requests.

9. Training

The Public Service has recognized the necessity for training and staff development as an integral part of their organizational planning and day-to-day operations. This training can be in various forms, such as formal academic courses, managerial courses, skill training and on-the-job training.

Before the line manager can select the type of training, he must first correctly identify the need. The annual appraisal provides the opportunity to discuss needs for training in terms of its contribution to performance on the job. The EPS Training and Development Manual may assist managers in identifying performance discrepancies.

Once the needs have been identified then selection of the appropriate training method can be determined and the establishment of what in-service or out-service courses are available to best fill these needs.

When the Training and Development plan for the Branch is developed, prioritization of items is required. Branch managers are to base requirements on 1% salary plus 1% of their Operation and Maintenance expenditures to arrive at their Training and Development budget.

After approval of the training plan, the line manager can then submit individual applications for training.

Identified training needs can be satisfied by

the following programs:

- (a) Executive Development
- (b) Bi-cultural Development
- (c) Second Language
- (d) General Management
- (e) Occupational Administrative and Administrative Support
- (f) Professional and Scientific
- (g) Technical and Operational

These programs are served through three basic types of training:

- (1) Bureau of Staff Development and Training (BSDT) Courses
- (2) Education Leave
- (3) Out-service Courses

Three forms are required to initiate training requests, and are to be forwarded to Training and Development Officer, APPA Branch

- (1) Training and/or Development Authorization (Form 02-1277)
- (2) Course Application - In-service Training (Form PSC 259) or Out-service Training (Form 02-1275)
- (3) Evaluation of a Training Activity Form

D. Purchasing

1. Purchase of Goods or Services

With the exception of stationery supplies for normal office use, all employees requiring any goods or services must prepare form #1851 "Requisition for Goods or Services." (An authorized signature approving the request must be included) The requisition should then be forwarded to the Finance Division.

NOTE: No other action is required by the requesting employee. It is the responsibility of the Administration Services Division to complete the request.

Emergency Purchase requests are also actioned by Administration. This type of purchase is the only request whereby the "1851" can be prepared after the fact. Should the Emergency Purchase be in excess of \$100.00, the requesting employee must submit a memorandum justifying the urgency of the purchase. Any Emergency Purchase is actioned by first contacting Administration Services Division.

2. Use of Crown-Owned Vehicles

Some Branches or Divisions have crown-owned

vehicles permanently assigned to them. In addition, the Administration Services Division operates a pool of crown-owned vehicles which are available to any employee on request.

3. Warehousing

EPS warehouse facility located at Burnside Industrial Park, Dartmouth, is for use of all EPS Branches. Any warehousing requirements should be referred to Chief, Administration Services Division.

E. Records Office

1. Confidential Files

It is the responsibility of the employee who has possession of a Confidential File to return the file to the Records Office at the end of the working day or to ensure it is secured in a locked cabinet. While in possession of a Confidential File, it is necessary to place the file in an envelope if you wish to return it to the Records Office or have it delivered to another employee. For further information on this subject, contact the Records Office Supervisor.

2. Mail and File Deliveries

Pick-up and delivery of mail and files is scheduled at the following intervals: 08:30 hours; 11:00 hours; 13:30 hours; and 15:00 hours. Any correspondence or file that is urgently required can be delivered immediately by phoning the Records Office.

The Records Office provides continuous service from 08:00 to 16:30 hours daily. Any employee working during non-office hours should, when possible, arrange in advance for any files he or she may require.

3. Messenger Service

The Records Office provides an out-of-office messenger service daily at 13:45 hours. To utilize this service, instructions should be provided to the Records Office prior to 13:30 hours.

4. Records Office Procedures

The Records Office must provide a service that meets the needs of every program area. In order to make the service efficient, the following procedures must be adhered to:

- do not keep files longer than absolutely necessary

- B.F. files instead of holding for replies

- transfer of files from one individual to another should be made through Records

- when a file is requested which is already charged to another person, the individual requiring the file will be informed where it may be found, but Records will obtain it if possible, on request

- documents or paper must not be removed from any file temporarily. If it is absolutely necessary to remove a letter or document, the file should be returned to Records, where a memo will be placed on it and papers removed

- all incoming letters and telegrams, telexes received outside Records should be sent there for registration before taking action. The individual to whom an urgent communication has been sent should be informed immediately that it has arrived

- it is very important that all replies to correspondence should bear file numbers

- copies of enclosures should be prepared for file

- loose papers should not be spiked to file by persons other than Records Office staff

- copies of outgoing letters and telegrams should be sent to Records with originals for immediate filing

F. Items Not Covered in the Manual

Should there be any information that cannot be found on the preceding pages, contact either your Director or the Chief, Administrative Services Division for assistance.