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[Canada.ca](#) › [How government works](#) › [Policies, directives, standards and guidelines](#)

› [Staff engaged locally outside Canada](#)

Staff engaged locally outside Canada

Policy objective

To provide terms and conditions of employment for locally-engaged staff employed outside Canada.

Policy statement

At Canadian posts abroad, where it is practical and in the public interest, local persons are engaged to perform office and household operating and maintenance functions. The *Locally-Engaged Staffs' Terms and Conditions Regulations* are designed to establish a personnel management system which will take into account local law and practice, operational requirements of Posts and comparability with local employers. In this way local employees will be provided with reasonable terms and conditions of employment, while posts will be able to recruit, retain and motivate qualified staff.

Application

The *Locally-Engaged Staffs' Terms and Conditions Regulations* apply to any person who is filling a locally-engaged position, or is appointed on an emergency basis under these regulations.

Policy requirements

With the exception of Canadian Forces Europe, External Affairs and International Trade Canada is responsible for the provision of administrative support services at posts outside Canada.

The Under-Secretary of State for External Affairs is authorized to classify positions and set terms and conditions of employment, including pay and benefits (but excluding pensions and insurance), for employees engaged locally at posts abroad, including both integrated and non-integrated employees. The Under-Secretary of State for External Affairs is also responsible for the printing and distribution of the *Locally-Engaged Staffs' Terms and Conditions Regulations* and for making them available upon request, for those who require them.

The Deputy Minister of National Defence is authorized to classify positions and set local terms and conditions of employment, including pay and benefits (but excluding pensions and insurance), for civilian component employees hired locally by Canadian Forces Europe.

The responsibility for pensions and insurance has not been delegated but remains under the jurisdiction of the Treasury Board Secretariat.

Monitoring

In order to evaluate the effectiveness of the *Locally-Engaged Staffs' Terms and Conditions Regulations*, the Under-Secretary of State for External Affairs and the Deputy Minister of National Defence shall submit reports or analyses pertaining to locally-engaged staff establishment, compensation, and benefits at the request of the Treasury Board Secretariat.

Departments shall retain such records and related documentation as may be necessary to justify use of deputy head authority and to provide comprehensive reports of such actions.

References

The *Locally-Engaged Staffs' Terms and Conditions Regulations* should be consulted for detailed information.

This chapter replaces chapter 1-6 of PMM volume 8.

Enquiries

As the Under-Secretary of State for External Affairs has been delegated authority to classify positions and determine local terms and conditions of employment for locally-engaged staff, enquiries should be directed to:

Locally-Engaged Staff Abroad Section
Personnel Administration Bureau (ABM)
External Affairs and International Trade Canada

Requests for copies of the *Locally-Engaged Staffs' Terms and Conditions Regulations* should also be directed to the above address.

Enquiries concerning civilian component employees should be directed to:

Directorate
Civilian Personnel Coordination
National Defence

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