

SECTION 1

INTRODUCTION

1.01 PURPOSE AND USE OF MANUAL

AUTHORITY: CIVIL SERVICE ACT

ADMINISTRATION: P.E.I. PUBLIC SERVICE COMMISSION

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1. INTRODUCTION

- 1.01 The Human Resource Policy and Procedures Manual has been compiled to provide a current source of reference to employees of government departments, crown corporations, and agencies. This manual is intended to assist management in the delivery of human resource policies, services, programs and practices in a fair, equitable, and consistent manner.
- 1.02 Additional information and interpretation of the policies contained in this manual may be obtained from departmental human resource managers or from staff of the Public Service Commission. This manual also references relevant legislation, the Collective Agreement, Excluded Terms and Conditions and the Treasury Board Policy and Procedures Manual.

2. ELECTRONIC DISTRIBUTION

- 2.01 For ease of distribution and accessibility, this manual is available electronically to government employees.

3. APPLICATION

- 3.01 Each policy in the Manual contains an application section which sets out the entities to which the particular policy applies.

4. USER GUIDE

- 4.01 The manual contains a table of contents which lists all policies contained in the manual. Policies are written in the following format:

Application - Identifies the departments or agencies to which the policy applies.

Attachments - Contains reference forms or documents related to the policy.

Authority - Identifies the Legislative, Executive or Administrative Authority under which the policy is established.

Date - Identifies the date on which the policy is considered to have come into effect or was reviewed or revised.

Interpretation/Definition - Explains the intended application of terms or

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statements used in the policy.

Introductory Page - Identifies the section and subsection name and number, authority and administrative responsibility.

Policy - Describes the general direction or course of action to be taken. It may incorporate a rule or regulation or it may simply provide information or guidelines.

Procedures - Outlines detailed procedures provided within some policies, as required.

Purpose - Outlines the intent of the policy relative to application and use.

Section - The section name and number is found on the cover page of the respective section.

Subsection - When subsections exist within a section, the name and number is found at the top of every page of the respective subsection.

5. RESPONSIBILITY FOR THE MANUAL

- 5.01 The Public Service Commission is responsible for the development and maintenance of the Human Resources Policy and Procedures Manual. The Commission will ensure that the manual is available electronically to employees. If departments require hard copies of the manual, it is their responsibility to establish and maintain them in an up-to-date manner.
- 5.02 All updates, corrections, and revisions will originate from the Commission and will be distributed electronically. Employees are responsible to read these revisions.
- 5.03 Revisions will include two types of review:
 - (a) Ad hoc or as needed - these types of reviews are due to changes in legislation, Collective Agreements, developments in case law, etc. They may also result from practical problems with the application of existing policies. This could be ambiguity in a present policy or the reality that the application of the policy presents unforeseen problems.
 - (b) Planned reviews - these reviews will be conducted every three years.

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These types of reviews can be staggered for the various policies and are done to ensure that the policies are still current and are still in harmony with the big picture.

- 5.04 Enquiries or suggestions on improvements to the manual may be made by contacting the Commission at 368-4207

6. OTHER

- 6.01 While we have strived for accuracy in the contents of this document, the information provided is superseded by applicable legislation and the Collective Agreement.