
17. Administrative Arrangements

Alternative administrative arrangements must be made in all cases where an incumbent occupying a bilingual position and providing services to employees or to the public alike does not meet the language requirements of his/her position. These alternative administrative arrangements consist of naming another employee to provide the service in the other official language where the incumbent is not able to do so.

18. Language Knowledge Examination

The Language Knowledge Examination (LKE) is an instrument used for the assessment of your level of competency in your second official language. It is composed of four parts: reading, writing, listening and speaking.

The LKE may be given in the following situations:

- imperative staffing;
- non-imperative staffing;
- re-identification of positions: i.e. if a position is changed from unilingual to bilingual or the linguistic profile of a bilingual position is raised;
- bilingualism bonus confirmation;
- record purposes.

Validity of Examination Results

As a general rule, LKE results for levels A and B are valid for one calendar year and level C is valid for two years. However, if you have not received any language training at public expense since