

supplementary funding for salaries, assuming the PY controls had been respected. Now the Department is expected to manage its salary commitments without recourse to Treasury Board for supplementary funding.

Q. How will the costs/savings be determined for Canada-based positions?

A. ADA has prepared a list of mean salaries, by group and level. These amounts will be applied, as appropriate, when Branches create or delete positions. The actual amount of money to be transferred in/out of the Branch budget will depend on the date the employee starts or leaves the position. ADA will periodically update this list, as required.

Q. Are managers entitled to salary savings that will accrue from vacancies in their Canada-based staff establishment?

A. In principle, yes. In all cases, a manager should complete the Operating Budget Transfer Form in consultation with ADA, who will determine the amounts, if any, to be transferred. For non-rotational positions the process is straight-forward, but Branches should be aware that they are not automatically entitled to the savings accrued against vacant rotational positions.