



HR POLICY AND OPERATIONS BUREAU

4. Locally Engaged Staff Division

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Overview

Human Resources Policy Division

Staffing & Classification Division

Locally Engaged Staff Division

Staff Relations Division

STAFFING & STAFF RELATIONS

Delivery Standard

1. Provide information, guidance and advice	<i>Up to 10 days</i>	<input checked="" type="checkbox"/>
2. Provide advice and information on issues dealing with grievance, discipline and performance	<i>Up to 10 days</i>	<input checked="" type="checkbox"/>
3. Staff relations grievance - regulatory requirement - employee advised of decision	<i>Within 45 days of receipt of grievance</i>	<input checked="" type="checkbox"/>

PAY AND BENEFITS

Delivery Standard

1. Results of salary revision exercise	<i>Early June</i>	<input checked="" type="checkbox"/>
2. Benefit Surveys Review	<i>Ongoing</i>	<input checked="" type="checkbox"/>
3. Review and update of handbooks	<i>Ongoing</i>	<input checked="" type="checkbox"/>
4. Provide advice and interpretation on pay and benefit issues	<i>Up to 10 days</i>	<input checked="" type="checkbox"/>

SEVERANCE

Delivery Standard

1. Verification and approval of severance entitlement	<i>Up to 30 days</i>	<input checked="" type="checkbox"/>
2. Provide advice and interpretation on severance issues	<i>Up to 10 days</i>	<input checked="" type="checkbox"/>