A.   The introduction of the Operating Budget regime should have limited effect on the manager's handling of classification. Once the ADM has given approval in principle to create a new position, managers should immediately consult with APS to have the position classified. The creation and classification of term positions is a relatively quick process that may take APS about two to three weeks to action. The classification of indeterminate positions is usually a more lengthy one and depends on many factors, therefore the turnaround time is variable. Managers should be aware that the staffing process for indeterminate positions may take a minimum of four to eight months, therefore managers should begin the classification process as soon as possible.

Q.   What will happen to the existing Reference Level process?

A.   The existing Reference Level process will not change. Branches will continue to be given resources by code vote; however, they will then be able to transfer resources between salaries, other operating costs and capital, noting the restrictions outlined in the Technical Instructions.

Operating Budget transfers can affect Reference Levels (i.e. the decision to transfer resources may effect current and future budgets). Managers must note all Reference Level transfers on the Operating Budget Transfer Form.

Q.   Will Branches be authorized to make Operating Budget transfers in FINEX?

A.   No. Only MFR has the authority to make code vote transfers in FINEX. However, Branches will continue to have the authority to move resources between their RCs, within the same code vote, while MFR will continue to process any transfer between Branches.

Q.   If we are not subject to Person-Year (PY) controls, does this mean that the Department can have as many employees as it wants?

A.   The end of PY controls means that the Department could increase the number of employees as long as it could pay them. Similarly it could reduce the number of employees in order to meet other financial obligations under the OB regime. When the Department was subject to PY control, it was possible to return to Treasury Board to seek