

circumstances warrant such consideration on compassionate grounds.

First Official Language

This term applies to the official language with which an employee feels a primary personal identification.

Imperative Staffing Action

In certain controlled circumstances, the responsible manager may decide that the language requirements of a given bilingual position must be satisfied at the time of appointment because of the need for special language skills or because of immediate operational requirements. The Assistant Deputy Minister (Personnel) has the authority to approve this type of staffing action.

Long Service Employee Entitlements

Employees who, as of April 6, 1966, had at least ten years continuous service and who, since that date, have been employed continuously in the federal Public Service are eligible to compete for, and be appointed to, all bilingual positions except those being staffed on an imperative basis whether or not they are willing or able to become qualified in their second official language.

Non-imperative Staffing Action

Unilingual candidates may compete for and be appointed to bilingual positions being staffed in this manner if they have access to language training and demonstrate to the satisfaction of the PSC that they have the potential to complete language training at government expense successfully and if they agree to take such training to meet the language requirements of the position.

Personal Services

Personal services are those that affect employees personally. They are provided on an individual basis and include:

- a) personnel services such as pay, staffing and staff relations;
- b) occupational health and nursing services; and,
- c) appropriate library and information services.

It will be noted that "library and information services" are considered both as "personal" and "central" services.