
Glossary

Age-exempted Employee Entitlements

Unilingual employees who are 55 years of age or over may 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.

Alternative Administrative Arrangements (AAA)

These are measures taken by the Department to meet the linguistic obligations of a bilingual position when such a position is occupied by a unilingual employee.

Basic Language Training

Basic language training is any language training course, or combination of courses, designed to teach an employee a second official language up to, and including, the "C" level of proficiency.

Central Services

Central services are those essential to employees in carrying out their duties. They include:

- a) administrative services;
- b) financial and budget services;
- c) data-processing services;
- d) legal services;
- e) security services; and
- f) library and information services.

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

Compassionate Grounds Exemption

The Treasury Board may recommend that the Public Service Commission exempt a unilingual appointee from the necessity of meeting second language proficiency requirements of a bilingual position staffed on a non-imperative basis, if the person's health or personal