

CIRCULAR DOCUMENTS OF INTEREST TO FAMILIES

PERSONNEL WELFARE COUNSELLING SERVICES

Administrative Notice 17, April 28, 1986.

Counsellor: Mrs. Marjorie Caverly

Location: Tower D, second floor

Phone: 992-1641

For Whom: All employees, their spouses and dependants at Headquarters and abroad.

Mrs. Caverly's services are strictly confidential.... She provides counselling on either job-related or personal problems. She maintains contact with dependant children remaining in Canada, corresponding with parents as necessary. As required, she maintains contact with employees or dependants in hospital or ill at home....

Spouses either abroad or returning to Headquarters are welcome to call to discuss their concerns or arrange an appointment.

RENEWAL OF ONTARIO DRIVER'S LICENCES

Administrative Notice 14, April 7, 1986.

Since February 3, 1986, the province of Ontario has issued a new type of driver's licence which bears the holder's photo....

The Department has inquired if there would be special provisions for government employees whose drivers' licences expire while they are serving abroad, and are unable to go to a Photo Site of the Ministry to have their picture taken.

The reply: they may be granted a renewed driver's licence which is valid without a photograph....

To apply for temporary Valid Without Photo status you must:

(a) complete and sign the Renewal Application (RACC) which will be sent to you;

(b) attach a cheque or money order for \$21 and a letter explaining why you cannot go to a Ministry Photo Site in Ontario to have a photo taken;

(c) forward the card, cheque and letter to the address indicated on your driver's licence. When you return to Ontario you may have a free photo licence issued.

Individuals can renew their licences up to six months prior to their expiry date.

If their licence expires they may have it renewed within one year without having to pass any test; between one and three years, a vision test is required and, after three years, a complete test is necessary.

EMPLOYEE COUPLES POLICY

Circular Document, no. 49/84.

Over the past decade the number of employee couples in the Department has steadily increased and currently numbers around 100....

The Department will do everything possible without prejudice to other employees to accommodate (employee) couples with joint assignments, but at some stage it will probably be necessary to make separate assignments to small or hardship posts as is the case with other employees. If the partners wish to propose other alternatives (leave without pay, educational leave....), such proposals will be considered by the Personnel Branch. If these alternatives are not acceptable, however, the choice for the couple is to accept the assignments offered or reconsider their careers in the Foreign Service.

Line of Authority/Reassignment

As a matter of policy it is unacceptable that the employee couple be in the same line of authority or that one be in a position of direct influence over the spouse's career. That implies that if one member is Head of Mission, the other cannot work in the same mission. It is possible but undesirable for them to work in the same section or for the same supervisor, but such arrangements will require agreement of the couple and supervisors.

In the event that one member of an employee couple has to be reassigned for whatever reason during the posting, the Department will endeavour to reassign the other employee as quickly as possible and without prejudice to career prospects, if that is the desire of the employee. In this case relocation expenses would be paid by the Department. These decisions will necessarily be subject to operational requirements.

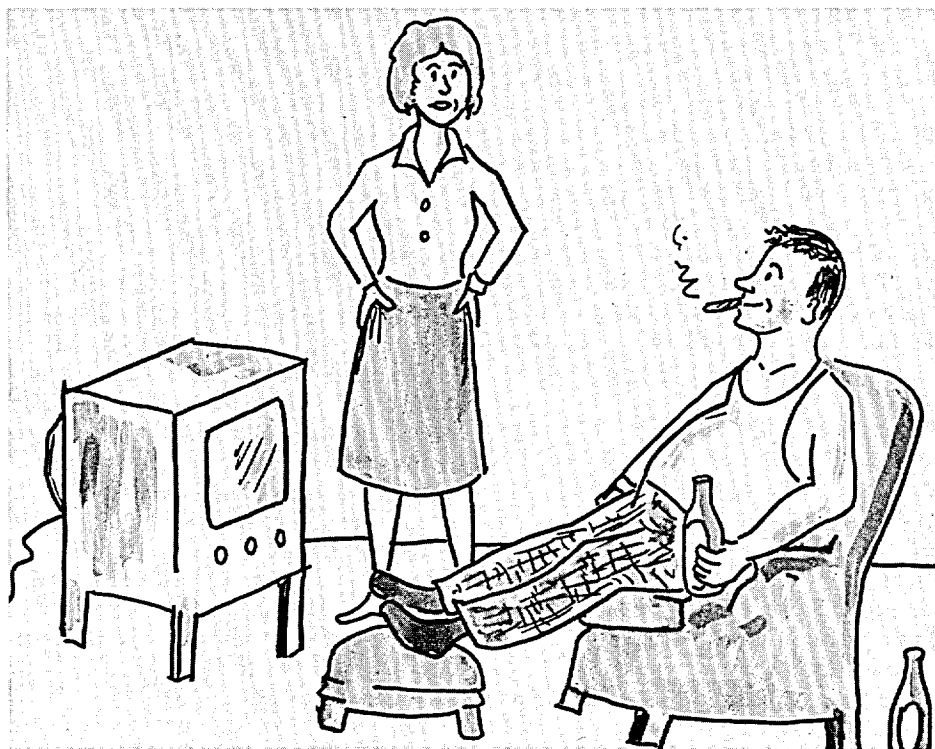
Posting Procedures

Assignments are the clear prerogative of management. To assist management in making assignment decisions, however, employee couples should prepare a joint assignment preference form or letter addressed to each of their assignment officers.

Conclusion

The Department acknowledges that employee couples have become an important element in the assignment process and will do everything possible to support the development of both careers within the restrictions of fairness to other employees and operational requirements.

Dip Doodles by Vic Lotto



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