
Glossary

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.

First Official Language

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

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,