

HUMAN RESOURCES

CEO RESPONSIBILITY

- 4.12 The CEO is responsible for the day-to-day management of Passport Office personnel and has authority to make changes in the organization in pursuit of the Agency's overall aim and objectives. These specific responsibilities (see Annex B) are carried out in accordance with relevant central agencies and Passport Office policies and guidelines. The Passport Office reports directly to central agencies on accomplishments, policy and monitoring issues related to human resource activities.

STATUS OF EMPLOYEES

- 4.13 The employees of the Passport Office are employees of the Department of Foreign Affairs and International Trade. Employees of both the Office and the Department have the opportunity for interchange assignments in either organization, with the agreement of the CEO and the Deputy Minister. The Agency's designation as an SOA does not affect the status of Passport Office employees as public servants, nor does it affect their union representation. They remain subject to existing terms and conditions of employment.

RECRUITMENT

- 4.14 Recruitment of all staff is carried out by the Passport Office under delegated authority in accordance with the Public Service Employment Act and Public Service Commission policy.

HUMAN RESOURCES MANAGEMENT PLAN

- 4.15 The Passport Office is developing a comprehensive plan for the management of human resources, setting out the Agency's strategic objectives, principles and values of human resource management, including training.

INCENTIVE AWARDS PROGRAM

- 4.16 The Passport Office has an Incentive Awards Program to encourage high standards of achievement and to recognize exceptional contributions such as outstanding performance, long service and practical suggestions for improvement.

REPORTING FRAMEWORK

PLANS AND REPORTS

- 4.17 The CEO will submit to the Deputy Minister for approval a five-year Strategic Plan, an annual Business Plan, an Annual Report and any other reports that may be required.

STRATEGIC PLAN

- 4.18 The Strategic Plan enunciates the strategic objectives of the Passport Office for a five-year period and forms the basis for the development of annual Business Plans.

BUSINESS PLAN

- 4.19 The annual Business Plan identifies the operating objectives of the Passport Office for each fiscal year, the activities to be undertaken to meet those objectives and the resources required.

