



HR POLICY AND OPERATIONS BUREAU

3. Staffing & Classification Division

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Overview

Human Resources Policy Division

Staffing & Classification Division

Locally Engaged Staff Division

Staff Relations Division

RESOURCING SERVICES (cont'd)

Delivery Standard

RESOURCING SERVICES (cont'd)	Delivery Standard
5. Deploy employees	
<ul style="list-style-type: none"> ➔ From within the Department ➔ From outside the Department 	15 days <input checked="" type="checkbox"/> 20 days <input checked="" type="checkbox"/>
6. Complete a Special Assignment Pay Plan (SAPP)	20 days after approval <input checked="" type="checkbox"/>
7. Prepare documentation relating to individual Workforce Adjustment actions	15 days <input checked="" type="checkbox"/>
8. Assist in the defence of appeals and resolution of complaints	As required <input checked="" type="checkbox"/>
9. Workforce adjustment and other issues	
<ul style="list-style-type: none"> ➔ Facilitate union consultation ➔ Counsel affected employees 	At management's request <input checked="" type="checkbox"/> Within 2 days of announcement (depends on number and situation)