

December 10, 1990

Revised Staffing Freeze Guidelines

A. The following types of staffing actions do not require special approval; APS and personnel stream divisions may therefore process such requests normally.

- A.1 All staffing actions which are internal to the Department but which do not increase employee strength within a branch beyond its November 30, 1990 level.
- A.2 All term extensions providing the extension does not go beyond March 31, 1991.
- A.3 All appointments of visible minorities, natives and handicapped persons. In these cases, however, the APSO/APSR staffing consultant must receive clearance from Marlène Picard/APSC.
- A.4* All term appointments or secondments to backfill temporary vacancies specifically created by temporary redeployments through the services of APSP. The duration of the term or secondment used to backfill must not exceed the duration of the redeployment arranged by APSP.
- A.5 All new term appointments requested to replace employees who were on strength as of November 30, 1990 or later. These term appointments however must not go beyond March 31, 1991.
- A.6 The re-integration of an employee who had been on leave without pay on condition that a corresponding term or secondment is separated from the Department.

. The following types of staffing actions require special approval. Line managers/streams should submit the staffing request forms to APSO or APSR as appropriate with a supporting covering memo. These requests will be consolidated by APS and examined on a weekly basis by MCB/ACB.

- .1 All requests to fill vacancies that would cause the employee strength within a branch to increase beyond its November 30, 1990 level, unless the request is of the type referred to in A.3 above.

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APSP provides career counselling and facilitates the mobility of non-rotational employees. The Section is headed by Mr. Wayne Read who can be reached at 992-5203.