

CIRCULAR DOCUMENTS OF INTEREST TO FAMILIES

VOLUNTARY EARLY RETIREMENT INCENTIVE PROGRAM

331 Public Servants Have Applied

On May 6, 1985 a memorandum was sent to all senior officials in the federal government informing them of an early retirement incentive program recently approved by the Treasury Board which offers a full pension and up to 78 weeks salary in a lump sum. The memorandum stated:

The principal reason for introduction of the voluntary (retirement) measure is the reduction in recent years of attrition in the Public Service and the likelihood of little or no growth in the foreseeable future.

As you are well aware, these factors have created blockages to mobility in the senior ranks and have, further, inhibited the recruitment, reassignment and promotion of talented officers.

Through the introduction of the voluntary retirement incentive program to some 747 senior managers and executives, we hope to induce 400 or more retirements, permitting a permanent reduction of 200 in the Management Category and creating about 200 job vacancies which departments will be expected to fill with high calibre people.

Treasury Board now must assess the 331 applications to determine if all are eligible.

CODE OF CONDUCT AND CONFLICT OF INTEREST GUIDELINES

A public service-wide review of conflict of interest and conduct policies is presently underway. Once completed the booklet entitled *Code of Conduct and Conflict of Interest Guidelines*, which was printed in 1981, will be revised. Meanwhile, the original booklet has been reprinted and is being distributed to all departmental employees abroad and at Headquarters.

In the administrative notice of April 29, 1985 with regard to this subject, it stated:

We wish to bring to your attention the Treasury Board stipulation that Public Servants should be cautioned against acceptance of advantages or favours such as free or reduced transportation fares or accommodation for themselves or their families.

We would also reiterate that no employee of the Department, whether Canada-based or locally-engaged, may accept considerations of any kind (airline tickets, hotels) from firms with which they have or may have dealings.



On May 15, Secretary of State for External Affairs, Joe Clark, hosted a reception in honour of External Affairs employees who had recently retired. One hundred and sixty, including spouses and friends, attended. Retirement certificates and medallions were presented by James Kelleher, Minister for International Trade; Monique Vézina, Minister for External Relations and Marcel Massé, Under-Secretary of State for External Affairs.

When free transportation is offered, for example, as part of inaugural airline flights, Heads of Mission should, before accepting or authorizing acceptance of such invitations, refer the matter to the Co-ordinator of International Appointments and Conflict of Interest (APZN) for consideration and advice. Acceptance can only be authorized on the basis of program requirements, e.g. an inaugural flight involving a Canadian carrier, a Canadian destination, or invitations which are clearly program-related and where there is an identifiable Canadian Government benefit.

PARKING POLICY External Affairs Joint Council Meeting April 3, 1985

It was confirmed that the new pay for parking policy will apply to External Affairs staff but Treasury Board has not yet informed Management of the rates, implementation date or other terms and conditions that may apply. Once Treasury Board has provided this information, whatever the date of promulgation, there will be a grace period of three months. During this period, Management will be working with officials of the Department of Public Works to settle all the details.

INFORMATION

Group Surgical-Medical Insurance Plan — Coverage of a Common-Law Spouse (Number 45, November 5, 1984)

The Standing Committee on Health Insurance programs of the National Joint Council has agreed that coverage of a common-law spouse will be subject to a 3-month waiting period.

A change in premium deductions is required (from "single" to "family" coverage).

If the member is already paying "family" premiums, coverage of the common-law spouse will automatically apply.

It will still not be possible to provide coverage of both a legal spouse and a common-law spouse simultaneously.

A court order cannot dictate the provision of GSMIP coverage for a separated spouse. A member would have to arrange for private coverage of a separated spouse if he or she chose to insure a common-law spouse under the Plan. It should be noted that coverage of a divorced spouse under the Plan is absolutely not possible.

When submitting an initial claim in respect of a common-law spouse, the member should advise Mutual Life of the common-law relationship in order to avoid unnecessary confusion. A note to this effect may be attached to the claim form.