

When an examination is completed, the names of the successful candidates are listed in order of merit according to the marks which they have received, and appointments to the Service are then made in strict order from this list.

A special feature of the Act, however, to which attention must be directed, is the preference given to those qualified veterans who have become disabled as a result of their service and are on that account unfitted to resume their former avocations.

Appointees are on probation for the first six months of their service, during which time they may be rejected by the department if they do not prove suitable.

PROMOTION

The question of promotion in the Service is provided for by Section 49 of the Act, which reads:

Promotion is a change from one class to another class with a higher maximum compensation, and vacancies shall be filled, as far as is consistent with the best interests of the Civil Service, by promotion.

Promotion shall be made for merit by the Commission upon such examination, reports, tests, records, ratings or recommendations as the Commission may by regulation prescribe.

Three factors are considered in promotions: first, length of service; second, record of efficiency; and third, fitness for the vacant position. Written examinations are resorted to but seldom, and the Commission's selection is based almost entirely upon the reports given by departmental officers upon the efficiency and fitness of the candidates. The function of the Commission in connection with promotions, therefore, is not so much to conduct independent tests of the candidates' fitness for promotion as to ensure fair consideration for all qualified candidates on the basis of the reports of the officers who best know them and their work.

ORGANIZATION, CLASSIFICATION AND COMPENSATION

The Act makes certain definite provisions for the organization of Government departments, and for the classification and compensation of Civil Service positions. Under these provisions an organization or establishment has been set up for each department, and changes therein can be made only with the concurrence of the Minister of the department concerned and the Civil Service Commission, and with the approval of Treasury Board.

After a study of the various types of positions found in the Service, a standard classification has been established, specifying the qualifications required and the compensation justified for each class. Into these classes the individual positions in the Service have been allocated, and when new appointments are required a similar analysis is made, so that as far as possible the principle of equal pay for equal work is carried into effect.

TRANSFERS

The Act leaves the question of transfers between different positions or different departments fairly open, subject to a general supervision by the Commission to ensure that the persons transferred are adequately qualified to perform the duties of the positions which they are to occupy.

LEAVE OF ABSENCE

The Act makes provision for four types of leave of absence with pay: (1) holiday or recreation leave; (2) sick leave; (3) leave for certain designated causes, such as illness in family, death in family, quarantine, etc., and (4) leave granted when an employee is being retired from the Service. In the majority of cases leave is granted by the deputy head of the department, subject to the general regulations established for the purpose.