

9.3. TEMPORARY DUTY ASSIGNMENTS

THE PROBLEM

Secretaries assigned to temporary duty are selected on the basis of whether their divisions are able to spare them. Temporary duty is not used as a tool for rewarding secretaries.

DISCUSSION

A January 1971 study of the Department's Secretarial, Stenographic and Typing Group recommended that regional temporary duty pools, to accommodate temporary needs for annual leave or emergency situations, be established. The creation of such pools, however, would supersede the current practice of designating relief centres for specific posts. The Committee believes that for morale purposes "hardship" posts, in particular, should continue to be used as relief centres in order to give some secretaries serving at these posts an opportunity to work elsewhere temporarily. Although most temporary duty will be handled by relief centres, it is also recognized that some temporary duty, especially to conferences, will be assigned to secretaries serving in Ottawa. For this purpose a register should be maintained by APOA for secretaries who wish to be considered for temporary duty. Secretaries should be advised of the need to register.

WE THEREFORE RECOMMEND THAT

1. *The designated relief centres for specific posts be retained.*
2. *A "Temporary Duty Register" be established in APO, so that secretaries wishing to be considered for temporary duty assignments could register officially for such consideration.*