



**PERSONNEL MANAGEMENT BUREAU**  
**4. FSD Policy and Administration**  
**Division**

**PERSONNEL  
MANAGEMENT  
BUREAU**

Overview

Assignments  
Division

Recruitment,  
Counselling &  
Promotion  
Division

FSD Policy &  
Administration  
Division

Executive  
Pool/Heads of  
Mission Division

Services Centre

Employee  
Assistance  
Program

**FSD POLICY ADMINISTRATION &  
INTERPRETATION**

**Delivery Standard**

<b>1. Overall policy development, interpretation &amp; administration</b>	Ongoing	<input checked="" type="checkbox"/>
<b>2. Departmental representative in the negotiations of the FSDs in the National Joint Council</b>	Upon request	<input checked="" type="checkbox"/>
<b>3. Provide interpretation of FSD rules and regulations for specific cases</b>	Ongoing	<input checked="" type="checkbox"/>
<b>4. Review issues with and provide clarification to clients and missions on FSD enquiries</b>	5 days	<input checked="" type="checkbox"/>

**FS ALLOWANCES & BENEFITS**

**Delivery Standard**

<b>1. Respond to enquiries on various FS allowances and benefits, review issues and/or provide clarification</b>	5 days	<input checked="" type="checkbox"/>
<b>2. Adjustments to Allowances (FSDs 55,56,58) - Post Living Allowance, FS Premium, Post Differential Allowance</b>	<p>1 month after notification  2 months after notification  for adjustments related to  acting pay</p> <p>First deposit made  in same month</p> <p>First deposit made  the next month</p>	<input checked="" type="checkbox"/>
<b>3. Approval of shelter share waivers (FSD 15.34) - Family Separation Expenses</b>	Within 5 days if all documentation provided and conditions met	<input checked="" type="checkbox"/>
<b>4. Waiver of shelter share (FSD 25.09)</b>	Upon receipt of proper documentation	<input checked="" type="checkbox"/>