

Managerial Process for Decisions Taken Under the OB Regime

All proposals for Operating Budget transfers must be approved by PMB. An OPERATING BUDGET TRANSFER FORM (Appendix B) must be completed for each action requested and signed off by the appropriate divisions. It is recommended that originators secure ADM approval in principle before proceeding to cost out the transfer in consultation the appropriate divisions. Once cost estimates have been finalized, ADMs must sign off before the proposal is submitted to PMB for approval. MFR will then process the transfers in FINEX.

Deleting positions: In most cases, deleting a position will result in monies being credited to the manager's budget. The savings will be the employee's salary, the 20% Treasury Board transfer price, and possibly some money for the common services and/or FSD transfer prices if savings result. However, there may be additional, one-time costs charged to the manager's budget (e.g. work force adjustment payments) depending on circumstances.

Canada Based Positions: ADA must be consulted to determine the actual savings and the amounts to be transferred. For rotational positions, the Director of the stream responsible must also agree. Once PMB approval has been received, MCBA will delete the position and inform MFR of the amounts to be transferred from the salary budget to the Branch.

Locally Engaged Staff: The decision to delete LES positions must be taken in consultation with the responsible AMA and with ABL. AMAs (in conjunction with the mission) will be responsible for identifying costs, savings and amounts, if any, to be transferred between code votes. After PMB approval, MCBA will be responsible for deleting the position and MFR will action any budget transfers.

Creating a new (incremental) position: The decision to create a new position (i.e. a position that is incremental to a manager's approved FTE level) will result in a charge to the manager's budget.

For example, if a manager wishes to create a term position against a vacant position, no additional salary funds should be required. On the other if managers wish to create another FTE position they will have to provide the employee's salary, the 20% TB transfer price, and possibly a common services and/or FSD transfer price, where applicable.

Creating incremental term positions that sunset by the end of the fiscal year will result in an in-year budget transfer, whereas the addition of a full-time indeterminate position or a term extending beyond the end of the fiscal year will result in a Branch reference level adjustment.

The consultation and approval processes for creating an LES or Canada based position remain the same as those for deleting a position, except that APS/ABL must be consulted for those actions that require a classification action. ADA must be consulted to establish salary costs (and FSD costs, where applicable) and the Director of the responsible stream must agree to the creation of rotational positions in order to ensure