

---

# Glossary

---

## **Basic Language Training**

Basic language training is any language training course, or combination of courses, designed to teach an employee a second official language up to, and including, the “C” level of proficiency.

## **Central Services**

Central services are those essential to employees in carrying out their duties. They include:

- a) administrative services;
- b) financial and budget services;
- c) data-processing services;
- d) legal services;
- e) security services; and
- f) library and information services.

It will be noted that “library and information services” are considered both as “personal” and “central” services.

## **First Official Language**

This term applies to the official language with which an employee feels a primary personal identification.

## **Personal Services**

Personal services are those that affect employees personally. They are provided on an individual basis and include:

- a) personnel services such as pay, staffing and staff relations;
- b) occupational health and nursing services; and,