

APPENDIX.

APPENDIX A.

Rules for the Classification of the existing Departmental Staff of the Civil Service under the Civil Service Act, and for determining the times at which they will be eligible for an increase of salary or for promotion.

(1.) These Rules are principally framed to meet the cases of men who were formerly classified under the old Civil Service Act in Canada, but the same principles will apply to a man formerly in the service of the other Provinces, upon the assumption that his rank should be in that class under the present Act, within the limits of which the salary he was enjoying fell, and that his standing in that class would count from the date when he first received that or any other salary falling within the limits of such class.

(2.) Any employé not formerly classified under the Civil Service Act, but belonging to any outside service, or any person formerly in the employment of Government or of the Legislature, whose services were dispensed with in consequence of the re-arrangement of duties since Confederation, may be introduced into the present Civil service at the salary he formerly enjoyed, if such salary falls within the limits of the class to which he is appointed, and the length of his service in his previous appointment will count in ascertaining his standing in his present class.

(3.) If such a person is appointed to duties assigned to a lower class than that within the limits of which his former salary fell, his salary will be at the maximum of his new class, and he will have the benefit of his former length of service in estimating his standing in his new class.

(4.) If he is appointed to a higher rank than that within the limits of which his former salary fell, it will be considered a new appointment, and his former service will not count towards his standing.

(5.) If his services have been dispensed with and he has received one or two years' gratuity, one or two years shall be deducted in consequence from his length of service.

(6.) Extra clerks, who have had 12 months' service up to July 1st, 1868, will be classed not higher than 3rd class unless they have had six years' service. Their standing in the class will count from their first appointment, and their salary will be such as they have hitherto received, or at such rate as the Government may determine.

(7.) Extra clerks who have had six years' service may in the discretion of the Head of the Department be appointed to the junior 2nd, and their standing in that class will count from such appointment.

(8.) Extra clerks who have not had 12 months' service to July 1st, 1868, will be considered as newly appointed, and if retained in the service after the completion of one year, they will be classed as 3rd class at the minimum salary, except in cases of special qualification as provided by section 31 of the Act.

(9.) New appointments made since June 30, 1867, at salaries higher than the minimum of the class in which the new clerk is placed should be confirmed by Order in Council.

(10.) Any clerk whether appointed before or after June 30, 1867, whose salary is beyond the rate to which he would have reached in his class by services under the Civil Service Act or by these rules, will remain at that salary until by length of service he would have become entitled to an increase.

(11.) If a clerk has had such service that during the past year he would have reached the salary he then enjoyed or a higher salary, during the current year he will be rated in his class at the step under the Civil Service Act next above the salary he then enjoyed.

(12.) As under the old Act a man had to serve two years as probationary clerk, and only one year under the present Act, in counting the length of service in the two junior classes, the service shall count as from his first entrance as probationary clerk.