



HR POLICY AND OPERATIONS BUREAU

5. Staff Relations Division

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Overview

Human
Resources
Policy Division

Staffing &
Classification
Division

Locally
Engaged Staff
Division

Staff
Relations
Division

The **Staff Relations Division (HRE)** is a member of the Staff Relations Council mandated to review and amend current staff relations policies in the Public Service. HRE is primarily a management advisory bureau. The role delegated to the division is to advise managers of their rights and ensure that managers are aware of sound management practices regarding these rights, as well as creating an equitable work environment for managers and employees.

The division is also responsible to manage and implement the Occupational Safety and Health Program and to provide advice and guidance on all matters relating to the Code of Conduct and Conflict of Interest Guidelines. HRE has also been delegated to approve leave under FSD-48 (other leave) as well as advance of paid sick leave.

Below we outline the service standards to which the Division has committed, under each service area.

The service areas include:

- **General Issues;**
- **Code of Conduct;**
- **Harassment Complaints Investigations;**
- **Disciplinary Measures; and**
- **Labour Management**
 - Designation and Exclusions of Employees
 - Collective Agreement Interpretation
 - Union Management;
- **Grievances**
 - PBSSRB
 - NJC;
- **Occupational Safety and Health Program**
 - Ergonomics
 - Mini-Clinics Overseas
 - Advice and Guidance
 - Complaints; and
- **Fit to Work Assessments.**