

**GUIDE TO THE USE OF PERSONAL SERVICES CONTRACT EXTENSIONS -
DEPARTMENTS AND OFFICES**

When extending the length of a Personal Services Contract, a formal Personal Services Contract Extension is required.

Extensions follow the same levels of approval as Personal Services Contracts. In all circumstances, this guide should be followed and adapted for the appropriate level of approval.

- Extensions containing total compensation less than \$75,000 can be approved by the Deputy Head of the department or office and do not have to be submitted to the Public Service Commission for approval.
- Extensions containing total compensation greater than \$75,000 and less than \$120,000 must be approved by the Deputy Head of the department or office, the Public Service Commissioner and the Deputy Minister Treasury and Policy Board..
- Extensions containing total compensation greater than \$120,000 must be submitted for approval by Treasury and Policy Board or Executive Council via a Memorandum to Executive Council.

Conditions of Approval

- All terms and conditions of the original contract remain unchanged. If there is a change to the terms and conditions, a new contract is necessary.
- The authority for a change in salary is identified in the terms of the original contract; e.g. pay adjustments provided to non-bargaining unit civil servants. If there is a salary increase not associated with a civil service pay adjustment, a new contract is necessary.
- Standard contract extension template is used.
- Term of contract and extension is within guidelines.

Submissions that contain thorough substantiation and which adhere to this outline will expedite the approval process.

Process

- This process applies to all government departments and offices (“departments”) as defined by the *Public Service Act*.
- Departments are reminded that approvals are required in advance of any contract extension being finalized.
- The hiring department and contract employee will sign the contract extension only after it has been approved by the appropriate authority (see Guide to the Use of Personal Services Contracts for levels of approval).

Roles

HR CSU/Line Department initiates preparation of the Personal Services Contract Extension for authorization

- ensures conditions of approval are met
- if original terms and conditions change, provides relevant updates and rationale for changes; e.g. new contract, job profile/list of duties
- completes a DHR1 outlining request specifications such as extension period, confirmation of FTE and funding
- prepares a standard contract of service extension and memorandum detailing the requested rationale
- forwards the DHR1, contract extension and memorandum to the appropriate authority 14 days in advance of the contract extension effective date

Public Service Commission processes the extension and obtains authorization for extension containing total compensation over \$75,000 but less than \$120,000.

- the Director, Strategic Support Services reviews the contract extension package based on the conditions of approval
- consultation will take place between Strategic Services and Compensation & Benefits where any salary or classification issues arise
- the Director, Strategic Support Services forwards the contract extension and recommendation for approvals
- the approved contract extension is returned to the department or office for signing by the Deputy Head and employee.

HR CSU/Line Department completes the signing process

- ensures signatures of the Deputy Head and employee are obtained to confirm the agreement extension
- retains a copy for personnel file
- forwards copy of the finalized document to Strategic Support Services, Public Service Commission for filing
- forwards original contract extension to the Department of Finance for processing.

Appendix A
Personal Services Contract Extension

CHECKLIST

- ✓ Revised statement of work objectives/job profile/list of duties (if applicable)
This detail provides validation for the requested increase in remuneration and further enables authorization
- ✓ Background information explaining why an extension is required.
Detailed rationale presented in the cover memorandum must be all-inclusive; missing information will delay the process.
- ✓ Information clearly outlining changes in the original terms and conditions, if applicable
This can be addressed in the cover memorandum.
- ✓ Ensure and confirm conditions of approval are met.
Signature on cover memorandum confirming consistency with the required approach.
- ✓ Authorization received
On the proviso of a substantive Personal Services Contract Extension package including reasonable rationale.
- ✓ Offer of employment extension made
Contractor extended on basis of pre-authorized duty list/profile and rate of pay.
- ✓ Departmental Deputy Minister and contractor signatures obtained
Signatures obtained following other approvals.
- ✓ Formal, signed contract extension forwarded to Strategic Support Services at the Public Service Commission
A copy of the extension will be maintained in the original agreement file maintained in Central Registry.
- ✓ Original contract extension forwarded to Department of Finance for processing.

Before the DHRI is authorized to extend an existing contract, the terms and conditions underlying the extension must align with policy and best practice. Via this memo, the department justifies the continued need for the contractual arrangement, the remuneration, and the duration of the assignment. Following this outline will expedite the approval process.

MEMORANDUM

TO: Director, Strategic Support Services
FROM: HR Consultant / Manager / Director
Department of
DATE:
SUBJECT: Contract of Service Extension Request for

Rationale

Explanation of the job, summary of the outcome and the need for the contract extension; e.g., project continuity.

Hiring Process and Length of Time

Reason for the length of extension? Anticipated expiry of need?

Salary Rationale

If a salary increase is proposed, is this due to an economic adjustment to non-bargaining unit civil servants?

Reminder: if salary increase is not covered by the terms of the original agreement, a new agreement is required. Departments are reminded to not exceed compensation guidelines.

Standard Personal Services Contract Extension Template

Indicate whether there were adjustments made to the template and provide an explanation for this.

This will confirm observation of and adherence to conditions of approval.

(Signature) _____

Attached:

- extension agreement
- original contract of service
- revised statement of work objectives/duty list/profile (if applicable)