

## I.2 Introduction to the Human Resources Management Manual

The Nova Scotia government is committed to effectively managing its human resources. This manual contains the human resource policies and procedures that apply to all employees. However, for employees covered by collective agreements, those agreements take precedence over policies outlined in this manual.

Please direct any questions concerning the interpretation of a policy in this manual to the Public Service Commission through their General Enquiries at (902) 424-7660.

**Please note:** Effective June 1<sup>st</sup>, 2001 the Department of Human Resources became the Public Service Commission. While every effort has been made to change all references of the former department to the new organization's name within the manual, there may be some oversights in the publication. In those instances, the Department of Human Resources should be read as the Public Service Commission.

### About the Public Service Commission

The Public Service Commission provides corporate human resources policy, programs, and consultative services for civil servants and other direct employees of government in all departments, boards, commissions, and agencies of government that are focused on building the human potential of government and the delivery of high-quality government services. The commission also provides advisory services to government and the broader public sector and is responsible for negotiating or directing the negotiations for certain employee groups paid from public funds.

The commission provides a wide range of services to departments, agencies, boards, and commissions in a broad spectrum of human resources initiatives, including collective bargaining and labour relations; diversity management; employee health services including employee assistance and occupational health and safety; human resource information management; policy, planning, and research; recruitment; classification; compensation; and training and development.

### Enquiries

General Enquiries, Public Service Commission (902) 424-7660

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