

Preface

The Public Service Commission is undertaking a review of Management Manual 500. As part of this review, a number of items previously included in the Manual have been relocated and/or replaced with references to more direct sources of information on the topics they cover.

For a number of human resource-related topics, there may be no corporate policy. However, corporate direction may be set out in another source, such as legislation, regulations, or collective agreements.

For information on topics not contained in this Manual, bargaining unit employees should refer to their respective collective agreements. Non-bargaining unit or excluded civil service employees should refer to the *Civil Service Act* and its General Civil Service Regulations. Casuals and other direct employees should refer to the Labour Standards Code. Contract employees should refer to their contract of employment, as well as to the Labour Standards Code.

Additional Information

HOURS OF WORK

- General Civil Service Regulations — Section 47 – Days and hours of employment
- Civil Service Master Agreement — Article 15 – Hours of Work
- CUPE Collective Agreement, Local 1867 — Article 15 – Hours of Work
- Correctional Officers of Nova Scotia, Local 480, Collective Agreement — Article 6 – Hours of Work
- Labour Standards Code — Sections 61-67 – Hours of Labour

HOLIDAY ENTITLEMENT

- Civil Service Master Agreement — Article 19 – Holidays
- CUPE Collective Agreement, Local 1867
 - Article 17 — Holidays
 - Article 15.03 — Wage Guarantee
- Correctional Officers of Nova Scotia, Local 480, Collective Agreement — Article 34 – Holidays
- General Civil Service Regulations — Sections 57-59 – Vacation and Holidays
- Labour Standards Code — Sections 37-43 – Holidays with Pay

PUBLIC SERVICE SUPERANNUATION PLAN

The Public Service Superannuation Fund was established 1941 by the Public Service Superannuation Act. It is the funding vehicle for the Public Service Superannuation Plan. Most people who are employed in the public service of the Province of Nova Scotia are members of the Plan. The Pension Services Group, Department of Finance is the administrator.

Website <<http://www.gov.ns.ca/finance/pension/>>

Pension Plan Updates; Plan Text and Plan Provisions; and Publications

Pension Plan Guide <<http://www.gov.ns.ca/finance/pension/PSS/PSSPGuide.pdf>>

Provides pension information on the various stages of the public service career from early contributor to retirement eligibility.

Alternatively, please call directly for information about the Plan.

Phone: 1-800-774-5070 (toll free), local at 424-5070, 424-0662 (fax)

E-mail: PensionsInfo@gov.ns.ca.

GROUP TRAVEL ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE POLICY

The Group Travel and Accidental Death and Dismemberment Policy applies to employees while travelling on government business. The Policy is underwritten by a commercial insurer and provides a death benefit and compensation for specified accidental loss. Claims under the Policy should be reported within 48 hours of the incident accident. Claims reporting and all other inquiries relating to this insurance policy should be directed to:

Insurance and Risk Management

Department of Transportation and Public Works

Johnston Building

1672 Granville Street

P.O. Box 186

Halifax, Nova Scotia B3J 2N2

Telephone: (902) 424-2930

BENEFITS

Information about the Nova Scotia Government Consolidated Health and Dental Plan and the Group Life Insurance Plan for Nova Scotia Government employees is accessible on the Benefits Resources page of the Public Service Commission's website. Here, employees will find resources that include "Benefits at a Glance", a quick reference summary of the Health and Dental Plan coverage for members of plans 10100, 10138 & 10140, links to Medavie Blue Cross and claims forms, and coverage under the Group Life Insurance Plan. Should employees have questions about benefits or eligibility, or need guidance in filling out an application, they should contact their HR Division, or contact the PSC's Benefits Group at 424-7660.

GRIEVANCE PROCEDURE

Civil Service Master Agreement — Article 26 – Grievance Procedure

CUPE Collective Agreement, Local 1867— Article 9 – Grievance Procedure

Correctional Officers of Nova Scotia, Local 480, Collective Agreement — Article 32 – Grievance Procedures

Non-bargaining unit employees should consult the Dispute Resolution Policy for Excluded Civil Servants (see Manual 500, Chapter 10, Policy 10.1 Dispute Resolution).

See also the Public Service Commission Internet Site, <http://www.gov.ns.ca/psc/>, for guidance to managers in handling a grievance.

VACATION

- Civil Service Master Agreement — Article 18 –Vacations
- CUPE Collective Agreement, Local 1867 — Article 18 –Vacation
- Correctional Officers of Nova Scotia, Local 480, Collective Agreement — Article 35 –Vacations
- General Civil Service Regulations — Sections 48-56 –Vacations and holidays
- Labour Standards Code — Sections 32-36 –Vacation Pay

SICK LEAVE

- Civil Service Master Agreement — Article 22 – Sick Leave
- CUPE Collective Agreement, Local 1867 — Article 19 – Sick Leave Provisions
- Correctional Officers of Nova Scotia, Local 480, Collective Agreement — Article 21 – Sick Leave
- General Civil Service Regulations — Sections 61-66 – Sick Leave
- Labour Standards Code — Section 60G – Sick Leave

LONG-TERM DISABILITY

The Nova Scotia Public Service Long Term Disability (LTD) Plan Trust Fund provides income continuation to Nova Scotia's Public Service employees who become ill or injured. On-line information about the LTD Plan is accessible at <http://www.nspsltd.com/>. There, Plan members and their families can access documents, including the Nova Scotia Public Service LTD Plan Document and operational guidelines, claims forms, pension and rehabilitation information, as well as responses to frequently asked questions (FAQ), contact information, and many other resources.

- Bargaining unit employees should also refer to the following, as applicable:
- Civil Service Master Agreement — Appendix 9 – Long Term Disability Plan
- CUPE Collective Agreement, Local 1867 — P. 61 – Long Term Disability Plan

SEPARATION (RESIGNATION/TERMINATION)

- Civil Service Master Agreement — Article 25 – Notice of Resignation
- CUPE Collective Agreement, Local 1867
 - Article 14 – Layoff and Recall
 - Article 22 – Employee Benefits
 - Article 30 – Severance
- Correctional Officers of Nova Scotia, Local 480, Collective Agreement
 - Article 25 – Notice of Resignation
 - Article 43 – Lay-off and Recall
- General Civil Service Regulations — Sections 86-92 – Termination
- Labour Standards Code — Sections 71-78 – Termination of Employment