

# I.1 Introduction

The corporate administrative policies and procedures of the Government of Nova Scotia, as approved by Treasury and Policy Board, are contained in four Management Manuals.

## **100 MANAGEMENT GUIDE**

Documents the organizational structure of government and the delegation of responsibility to departments. This manual also outlines the Executive Council decision-making process and the planning, budgeting, and accountability framework.

## **200 BUDGETING AND FINANCIAL MANAGEMENT**

Documents the budgeting and budgetary control processes as well as accounting policies and procedures applicable across government.

## **300 COMMON SERVICES**

Documents common operational services provided within government for the benefit of other government entities.

## **500 HUMAN RESOURCES MANAGEMENT**

Documents the human resources policies and procedures that apply to all employees, except where superseded by collective agreements.

These manuals are posted in PDF format on Treasury and Policy Board office's Internet site (<http://www.gov.ns.ca/tpb/manuals>). Hyper-links to the Management Manuals are also located on the government Internet and Intranet home pages. All departments, offices, Crown corporations and other government entities are encouraged to access the manuals electronically, as it provides improved functionality over the hard copy and is a cost-savings to government.

The web site has been designed to assist users in the easy retrieval of relevant information. Web site features include the Record of Revisions identifying recent changes to the manuals and the option of joining a listserv for automated notification of revisions. An online order form is available for those requiring a hard copy (a cost-recovery service).

The Management Manuals are living documents, with the ongoing updating, adding and deleting of policies and procedures. Treasury and Policy Board office is responsible for maintaining the currency of the information on the web site. Employees are to check

the web site regularly to ensure they are using the current version of a policy/ procedure. The master version of each manual is retained at the Treasury and Policy Board office.

## **References**

Management Manuals Policy, Management Guide  
Q&As, Management Manuals web site

## **Enquiries**

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