



Public Service
Commission



*Premier's Long-term Service Award Recipients
30 and 35 years service*

Public Service Commission Annual Report 2004-2005

Prince Edward Island Public Service Commission

Annual Report

For the fiscal year
April 1, 2004 to March 31, 2005

Cover Photo:
Premier's Long-term Service Award Recipients
30 and 35 years service

Message From the Minister

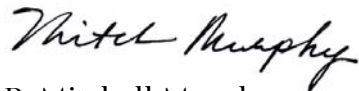
October 13, 2005

The Honourable J. Léonce Bernard
Lieutenant Governor of Prince Edward Island
PO Box 846
Charlottetown, PE C1A 7L9

Dear Sir:

In accordance with Section 4 of the *Civil Service Act*,
I have the honour to submit the report of the
Prince Edward Island Public Service Commission
for the year ending March 31, 2005.

Respectfully submitted,



P. Mitchell Murphy
*Minister Responsible for the
PEI Public Service Commission*



Message From the Chair

October 10, 2005

The Honourable P. Mitchell Murphy
Minister Responsible for the
PEI Public Service Commission
PO Box 2000
Charlottetown, PE C1A 7N8



Dear Sir:

I have the honour to present to you the Annual Report of the Prince Edward Island Public Service Commission for the year ending March 31, 2005.

The report offers detailed information about the programs and activity undertaken by the board and its staff during the past year.

Respectfully submitted,

A handwritten signature in cursive script that reads "Basil Haire".

Basil Haire
Chair, PEI Public Service Commission

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Message From the Chief Executive Officer

Mr. Basil Haire, Chair
PEI Public Service Commission
PO Box 2000
Charlottetown, PE C1A 7N8



Dear Mr. Haire:

It gives me great pleasure to provide you with our 2004-2005 Annual Report.

This publication is a look back at the accomplishments of the past year, and a look forward at how we are continuing to build in Staffing, Classification, Labour Relations and Corporate Services. Along the way, it shines a well-deserved spotlight on some of the exemplary work that our employees have completed this year, people who are committed to excellence in the Public Service.

This past year has been one of significant challenges for the provincial government. A program renewal process was introduced in June 2004 whereby each department completed an inventory of all programs and services within their mandate. This process was to evaluate all provincial government programs and services to ensure they continue to be effective, efficient and relevant. The Public Service Commission participated in this initiative with a complete review of all our programs and services.

Additionally, through Program Renewal, horizontal teams were set up to evaluate services that cross departments and government agencies. Human Resources, Information Technology, Communications and Capital Assets are examples. The Public Service Commission played a lead role in the Human Resource and Communications teams.

The Public Service Commission played a central and vital role by assisting departments and employees in terms of transition. The largest restructure occurred within the health regions; and as a result, the Public Service Commission provided support through job classifications, numerous staffing competitions, as well as, management of a number of labour relations issues.

The Workforce Renewal Program was introduced in March 2005 as a first step to implement the recommendations of Program Renewal. The Corporate Services division dealt with a high number of inquiries for pension information, and staff were able to efficiently provide employees with the information they required.

The Public Service Commission chaired the process of achieving a single source payroll/Human Resource Management system. With input from all stakeholders, significant progress was made through a requirements analysis and subsequently a project initiation document. The next year will see the creation of a project team as work begins to bring all sectors to a single source for payroll and human resource management. It is expected that the implementation will take place over a three-year period.

A significant learning agreement was signed between the Canada School of Public Service, the Public Service Commission, PEI Federal Council, Veterans Affairs Canada, UPEI and Holland College, which will bring accessible, affordable and relevant learning to public service employees in Prince Edward Island. Partners will work in collaboration to determine regional learning needs of public service employees and identify trainers /subject matter experts and course content to meet these needs. Holland College will act as the lead for both UPEI and the college in being the point of contact for addressing learning needs and will work with UPEI to develop a mutually beneficial delivery model. The agreement is in effect until March 2007.

Through the Workforce Renewal Program, a significant number of experienced employees have opted to leave our workforce; and on behalf of the people of this province, whom they have served so well over the years, I thank them for their valued contribution and wish them well in the future.

In closing, I want to recognize the invaluable efforts the Public Service Commission staff put forth in providing assistance to those in the civil, health and education sectors in an aggressive period of transition. Your dedication to providing a fair, equitable and transparent process for all is to be commended.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jim Ferguson', with a stylized flourish at the end.

Jim Ferguson, CEO
Public Service Commission

Communication du directeur général

Monsieur Basil Haire, président
Commission de la fonction publique de l'Île-du-Prince-Édouard
C.P. 2000
Charlottetown (Î.-P.-É.) C1A 7N8



Monsieur le président,

J'ai le grand plaisir de vous présenter le rapport annuel de la Commission de la fonction publique de l'Île-du-Prince-Édouard pour 2004-2005.

En plus de rendre compte de nos réalisations de la dernière année, le rapport annuel fait état des efforts en cours pour améliorer les services de dotation, de classification, de relations de travail de même que les services ministériels. Nous en profitons, en cours de route, pour souligner le travail exemplaire de nos employés au cours de la dernière année et pour démontrer leur engagement à l'excellence dans la fonction publique.

Le gouvernement provincial a dû surmonter des défis de taille au cours de la dernière année. En juin 2004, un processus de renouvellement de programmes a été mis en place exigeant que chaque ministère dresse l'inventaire de tous les programmes et services dont il est responsable. Le but de cet exercice était de d'évaluer l'ensemble des programmes et services du gouvernement provincial pour s'assurer qu'ils continuent d'être efficaces, efficaces et pertinents. La Commission de la fonction publique a participé à l'initiative en procédant à un examen complet de tous ses programmes et services.

En outre, dans le cadre du renouvellement des programmes, des équipes horizontales ont été constituées afin d'évaluer les services qui chevauchent plusieurs ministères et organismes gouvernementaux, notamment les ressources humaines, la technologie de l'information, les communications et les immobilisations. La Commission de la fonction publique a joué un rôle de premier plan dans les équipes chargées d'étudier les ressources humaines et les communications.

La Commission de la fonction publique a joué un rôle central et vital en aidant les ministères et le personnel appelés à faire une transition. La plus grande restructuration a eu lieu au sein des régions régionales des services de santé. La Commission de la fonction publique a assuré un soutien lié à la classification des emplois, à la tenue de concours pour les postes à pourvoir et à la gestion de problèmes de relations de travail.

Le programme de renouvellement de la main-d'œuvre a été créé en mars 2005 à titre de première étape de la mise en œuvre des recommandations liées au renouvellement des programmes. La Division des services ministériels a traité, de manière efficace, un nombre élevé de demandes d'information sur les pensions de la part des employés.

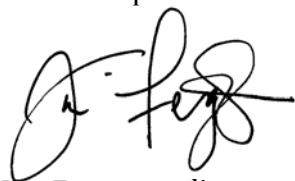
La Commission de la fonction publique a dirigé la mise sur pied d'un système unique de paie et de gestion des ressources humaines tout en veillant à la consultation de toutes les parties concernées. Une analyse des besoins a été effectuée et un document de lancement de projets a été rédigé, ce qui a permis de réaliser des progrès importants. Cette année, une équipe de projet sera formée pour entamer le processus d'entrée en vigueur du système unique de paie et de gestion des ressources humaines pour tous les secteurs. On prévoit que la mise en œuvre du système unique se déroulera sur une période de trois ans.

Une importante entente d'apprentissage a été conclue entre l'École de la fonction publique du Canada, la Commission de la fonction publique, le Conseil des hauts fonctionnaires fédéraux de l'Île-du-Prince-Édouard, le ministère des Anciens combattants, UPEI et le Collège Holland. L'entente a pour but de créer, à l'Île, des occasions d'apprentissage accessibles, pertinentes et à bon marché pour les fonctionnaires de l'Île. Les partenaires travailleront en collaboration afin de déterminer les besoins d'apprentissage régionaux des fonctionnaires et le contenu des cours ainsi qu'identifier des formateurs et des experts en la matière pour répondre à ces besoins. Le Collège Holland jouera le rôle principal à la fois pour UPEI et le Collège en tant que point de contact pour déterminer les besoins d'apprentissage. Le Collège travaillera avec UPEI afin de créer un modèle mutuellement avantageux pour la prestation de l'apprentissage. L'entente sera en vigueur jusqu'à mars 2007.

Un certain nombre d'employés expérimentés ont choisi de nous quitter dans le cadre du programme de renouvellement de la main-d'œuvre. Au nom de toute la population de l'Île qu'ils ont si bien servie au fil des années, je les remercie de leur précieuse contribution et leur souhaite beaucoup de succès à l'avenir.

Pour terminer, je voudrais reconnaître le personnel de la Commission de la fonction publique qui déploient des efforts infatigables afin d'aider toutes les personnes des secteurs de la santé, de la fonction publique et de l'éducation au cours de cette difficile période de transition. Je leur lève mon chapeau pour leur dévouement envers un processus juste, équitable et transparent pour tous.

Le tout respectueusement soumis,



Jim Ferguson, directeur général
Commission de la fonction publique

The PEI Public Service Commission Board Members



Basil Haire, Chair

Mr. Haire is currently a private consultant whose work includes sessional lecturer at UPEI, and instructor, facilitator and advisor on organizational review issues. He has a lengthy career in the educational sector as teacher, guidance counsellor and administrator and most recently has also worked in administration in the health sector.



Maureen Doyle

Ms. Doyle has 15 years experience in the administrative field. She was employed with Dalhousie University, Portland Estates Ltd. and departments of Transportation and Communication and Lands and Forestry in Nova Scotia.

Ms. Doyle presently lives in Earnscliffe.



Blair James

Mr. James works with Housing Services, Queen's Region Health Authority. He has been employed in the housing field for the past 35 years.

From 1977 until 1980, Mr. James was President of the Union of Public Sector Employees; and for three years, he served as Vice-president of the National Union of Provincial Government Employees.

Executive Summary

The Prince Edward Island Public Service Commission is composed of three divisions:

- Staffing and Human Resource Planning
- Classification and Employee Relations
- Corporate Services

The Staffing and Human Resource Planning Division provides leadership and service delivery in the areas of recruitment, staffing, diversity and human resource planning.

As part of fiscal restraint, Executive Council approval was required to staff any vacancy within the civil service, health regions and the education system. The Public Service Commission co-ordinated this approval process.

In relation to recruitment, the Public Service Commission partnered with the Department of Education to sponsor a recruitment event on National Take Your Kids to Work Day. External recruitment efforts were focused on health professionals.

The Public service Commission participated in the development of a system-wide Human Resource Plan for the PEI Health System.

A new organization called New Professionals started within the Civil Service. The new organization which is supported by the Commission and the Deputy Ministers' HR Sub-committee provides new employees with opportunities for personal and professional development.

Over the past year, the Public Service Commission continued to provide workplace diversity education to government departments and supported employment equity clients in their quest for public service employment. A diversity calendar and a promotional video were also produced during the year.

The Classification and Employee Relations Division provides classification services to the civil service in accordance with the *Civil Service Act* and to the Regional Health Authorities, Regional School Boards and other public sector organizations on a contractual basis.

Approximately 350 regular classification reviews were conducted during the year and an additional 150 positions were reviewed in a separate study.

Staff provided training to the Appeal Committee as well as several sessions on Understanding the Classification Process for civil service employees. A training video was also developed on the classification system.

The division continued to partner with the other Atlantic Provinces in the Atlantic Benchmark Project. Program testing has been completed and data is being added to the online system.

The division represented Treasury Board at three collective bargaining tables this year. One was between the Government of Prince Edward Island and the Workers Compensation Board of Prince Edward

Island and the Regulatory and Appeals Commission and the Prince Edward Island Union of Public Sector Employees. This resulted in a three-year collective agreement. As well CUPE (health) negotiations were conducted during the year. On March 1 an impasse was reached. The bargaining teams will seek the services of a conciliator in May 2005. Close to the end of the year negotiations commenced with the PEI Nurses Union for their new collective agreement.

Ongoing activities included providing advice and assistance with disciplinary matters, workplace harassment issues, managing the probationary employee and general performance management. Grievance and worksite problem solving are key services of the section. A workforce renewal incentive program was initiated near the end of the fiscal year.

The demand for EAP counselling continued to be strong with 330 new requests during the year. On average 80 per cent of these cases were self referrals. There were also 25 group or worksite sessions.

In May, the EAP office moved from Harbourside to Burns Avenue which resulted in a significant improvement in office space and availability of parking. In October Frank MacAulay retired as manager and was replaced by Ed MacAulay.

Advising and assisting departments as they developed and implemented their Occupational Health and Safety programs continued to be a major focus this year for the Occupational Health and Safety Section. By the end of the year most OHS programs were drafted and waiting approval from senior management.

A total of 430 employees attended training in office ergonomics, confined spaces, workplace inspections, accident investigations, OHS committees and representatives, back care, safety for young workers, and W.H.M.I.S.

Indoor air quality and noise level testing was conducted in 20 departmental sites as well as for workplaces in the Queens and East Prince Health Regions.

Staff and UPSE representatives collaborated to plan the spring OHS conference held in April 2005. Over 125 employees from both the civil service and health sector participated in the various sessions which focused on employee health and well being.

The number of accidents resulting in time lost from work was down to 33 from 45. Accidents resulting in time lost from work has been steadily decreasing over the last 10 years.

Ergonomic assessments of office work stations are increasingly requested as employees spend more time working at their computers.

The Corporate Services and Finance Section of the Corporate Services Systems Division co-ordinates the HR Managers Group which meets on a monthly basis to exchange ideas, communicate information relating to ongoing initiatives, provide input to policies and procedures and discuss HR-related issues.

The Public Service Commission remains committed to the upgrade and implementation of the payroll/human resource management system. Staff

continued to do background work on this initiative during the year.

The Systems and Administration Section continued to provide support to both the Excluded and Unionized Training and Development Funds. Work commenced on an application management system to assist in the management of both funds.



*Training and Development Fund's
1,000th application
1000^e demande du fond de la formation
et du perfectionnement*

The Public Service Commission partnered with the Information Technology Management Group of Provincial Treasury in the development of an employee self-service system. This system will allow employees the ability to view online their personal, pay and leave information. This will also allow employees to apply for leave online. It is expected that the pilot for this project will occur in November of 2005.

The Pensions and Benefits Section has fiscal, operational and policy responsibilities for employer-sponsored benefit programs such as group insurance, workers compensation, retirement payments and pension programs. The section's resources are primarily dedicated to the provision of centralized pension administration for the Civil Service Superannuation Fund (CSSF), the Teachers'

Superannuation Fund (TSF), the MLA Pension Plan, the Senior Compensation Pension Plan and the Provincial Judges Pension Plans.

The Pensions and Benefits Section provides leadership and direction to both employees and employers across the public sector with regards to administration of benefits and pensions.

Pensions and Benefits takes a proactive role in keeping members up to date on their pension plan by offering information sessions for employees approaching retirement and other active members wishing more information on their pension plan.

The CSSF has approximately 2,900 active members spread across 18 participating employers and there are 1,570 pensioners (retirees and survivor spouses) receiving benefits from the CSSF.

The TSF has approximately 1,635 active members and 1,200 pensioners receiving benefits from the teachers' plan. There are four participating employers in the TSF.

The French Language Training Centre provided full-time language training to federal government employees through a contract with the Public Service Commission of Canada.

The centre also had a part-time program which was comprised of levels from beginner to maintenance and operates over two semesters in various locations across the Island. During the year 248 employees completed a total of 998 hours of instruction in French. The part-time classes are

combined groups of federal and provincial employees.

The French Language Training Centre also continued to provide French oral proficiency evaluations on demand for the Staffing and HR Planning Division.

The Public Service Commission also organizes and co-ordinates the Long-term Service Recognition Program which honours employees who have completed 20, 25, 30 and 35 years of continuous service.

Premier Pat Binns hosted a luncheon on June 16, 2004, for all civil service employees who earned an award for 35, 30, 25 and 20 years of continuous service. There were four people with 35 years of service; 29 people with 30 years of service; 48 people with 25 years of service, and 38 people with 20 years of service.



*Employee Innovation Awards
Programme des prix d'innovation des employés*

The Public Service Commission continued to co-ordinate the Employee Innovation Awards Advisory Program. The program was created to encourage innovation within the Public Service and recognize and reward employees and teams for suggesting innovations which are implemented and which significantly reduce government costs, improve service to the public or result in improvement to workplace safety or wellness.

During the year 22 suggestions were received. There were four suggestions implemented, 13 denied, one withdrawn, and 18 that were still under review to determine if they can be implemented. Implemented suggestions result in significant improvements to the Public Service.

The winner of the plaque for the department whose employees submitted the most suggestions was a tie between Provincial Treasury and Environment, Energy and Forestry. The winner for the department whose employees had the most suggestions implemented was a four-way tie between Community and Cultural Affairs, Health and Social Services, Tourism and Executive Council.

These highlights help to reflect not only the level and variety of activity during the year but also the PEI Public Service Commission's success in fulfilling its mandate.

Premier's Long-term Service Award Recipients

Récipiendaires des récompenses du Premier ministre pour longs états de service



25 years / 25 ans



20 years / 20 ans

Résumé

La Commission de la fonction publique de l'Île-du-Prince-Édouard se compose des trois divisions suivantes :

- Dotation et planification des ressources humaines;
- Classification et relations avec les employés;
- Services ministériels.

La Division de la dotation et de la planification des ressources humaines assure un leadership et offre des services en recrutement, en dotation, en diversité et en planification des ressources humaines.

La Commission de la fonction publique a coordonné le processus d'approbation mis en place dans le cadre des mesures de restriction budgétaire, soit l'obtention de l'approbation du Conseil exécutif pour la dotation de tout poste vacant au sein de la fonction publique, du système d'éducation et des régies régionales des services de santé.

Quant au recrutement, la Commission de la fonction publique s'est associée au ministère de l'Éducation pour parrainer une activité de recrutement dans le cadre de la journée nationale « Invitons nos jeunes au travail ». Les efforts de recrutement externes ont mis l'accent sur les professionnels de la santé.

La Commission de la fonction publique a participé à la création d'un plan des ressources humaines pour l'ensemble du système de santé de l'Île-du-Prince-Édouard.

Une nouvelle organisation du nom de « New Professionals » a vu le jour au sein de la fonction publique. Soutenue par la

Commission de la fonction publique et le sous-comité des ressources humaines du sous-ministre, la nouvelle organisation offre des occasions de développement personnel et de perfectionnement professionnel.

Pendant le dernier exercice, la Commission de la fonction publique a continué de dispenser aux ministères des séances de formation sur la diversité en milieu de travail, en plus de soutenir les membres des groupes de l'équité en matière d'emploi dans leur quête d'un emploi dans la fonction publique. Un calendrier sur la diversité ainsi qu'une vidéo promotionnelle ont également été produits.

La Division de la classification et des relations avec les employés offre des services contractuels de classification à la fonction publique, conformément à la *Civil Service Act*, de même qu'aux régies régionales des services de santé, aux conseils scolaires régionaux et à d'autres organismes du secteur public.

On a effectué cette année quelque 350 examens réguliers de classification, en plus de 150 examens de postes dans le cadre d'une étude séparée.

Le personnel a offert de la formation au comité des appels ainsi que plusieurs séances d'information pour améliorer la compréhension du processus de classification aux employés de la fonction publique. Nous avons également produit une vidéo de formation sur le système de classification.

La Division participe toujours au projet d'établissement de postes repères de l'Atlantique, en collaboration avec les autres

provinces de l'Atlantique. Nous avons terminé l'essai de programmes et ajoutons des données au système en ligne.

La Division a représenté le Conseil du Trésor à trois tables de négociation collective cette année. Parmi celles-ci, notons la table de négociation entre le gouvernement de l'Î.-P.-É. et la Commission des accidents du travail de l'Î.-P.-É. et la Commission de réglementation et des appels et le Syndicat de la fonction publique de l'Île-du-Prince-Édouard. Ces négociations ont abouti et donné lieu à la signature d'une convention collective de trois ans. Les négociations du Syndicat canadien de la fonction publique (Santé) se sont soldées par une impasse le 1^{er} mars. Les équipes de négociation ont demandé l'intervention d'un conciliateur en mai 2005. Les négociations avec le Syndicat des infirmières et infirmiers de l'Î.-P.-É. ont débuté, en vue d'une nouvelle convention collective, vers la fin de l'exercice.

Dans le cadre de ses activités régulières, la Division offre des conseils et une aide en matière de questions disciplinaires, de harcèlement en milieu de travail, de gestion des employés en probation et du rendement en général. Le règlement des griefs et des problèmes en milieu de travail sont des services clés. Un programme d'encouragement au renouvellement de la main-d'œuvre a été mis en place vers la fin de l'exercice.

On a de nouveau enregistré, dans le cadre du Programme d'aide aux employés (PAE), un nombre élevé de demandes pour des services de counseling, soit 330 nouvelles demandes au cours de l'année. En moyenne, 80 per cent des demandes venaient de personnes qui ont pris elles-mêmes l'initiative de demander l'aide du PAE. Le personnel a également

organisé 25 séances de groupe ou en milieu de travail.

En mai, le PAE a déménagé son bureau de Harbourside à l'avenue Burns, ce qui a permis d'améliorer considérablement l'espace de bureau et le stationnement disponible. En octobre, Frank MacAulay a démissionné de son poste de gestionnaire et a été remplacé par Ed MacAulay.

Cette année, la section de la santé et de la sécurité au travail a consacré une bonne partie de son temps à conseiller les ministères et à les aider à mettre sur pied leur programme de santé et de sécurité au travail. À la fin de l'exercice, la plupart des programmes étaient prêts et attendaient l'approbation de la haute direction.

Un total de 430 employés ont reçu une formation sur des sujets comme l'ergonomie au bureau, les espaces clos, les inspections du lieu de travail, les enquêtes sur les accidents, les comités de santé et de sécurité et leur représentation, le soin du dos, la sécurité des jeunes travailleurs et le SIMDUT.

Des vérifications du niveau de bruit et de la qualité de l'air dans les locaux ont été effectuées dans 20 lieux de travail ministériels ainsi que dans des lieux de travail de Santé Queens et de Santé Prince-Est.

Le personnel ainsi que des représentants du Syndicat des employés de la fonction publique ont collaboré à la planification de la conférence sur la santé et la sécurité au travail qui a eu lieu en avril 2005. Plus de 125 employés de la fonction publique et du secteur de la santé ont participé aux diverses séances portant sur la santé et le bien-être des employés.

Le nombre d'accidents entraînant des absences du travail est passé de 45 à 33. Le taux d'accident entraînant une absence du travail diminue de façon soutenue depuis les dix dernières années.

Les employés demandent de plus en plus d'évaluations ergonomiques de leur poste de travail avec l'augmentation du nombre d'heures passées à l'ordinateur.

La section des finances et des systèmes de la Division des services ministériels coordonne le Groupe des gestionnaires des ressources humaines, qui se réunit une fois par mois pour échanger des idées, communiquer de l'information concernant les initiatives en cours, donner de la rétroaction sur les politiques et les procédures et discuter de questions liées aux ressources humaines.

La Commission de la fonction publique demeure fidèle à son engagement envers la mise à niveau et la mise en œuvre du Système de gestion des ressources humaines, y compris les services de paye. Le personnel a poursuivi le travail préparatoire relatif à cette initiative pendant l'exercice.

La section des systèmes et de l'administration a continué d'assurer un soutien aux fonds axés sur la formation et le perfectionnement des employés syndiqués et exemptés. On a entamé le travail visant à créer un système de gestion des demandes à l'appui de la gestion des deux fonds.

La Commission de la fonction publique s'est associée avec le groupe de gestion de la technologie de l'information du Trésor de l'Î.-P.-É. afin de mettre sur pied un système de libre-service pour les employés. Le système permettra aux employés de consulter en ligne leur dossier personnel et leur dossier de paye et de congés. Les employés pourront

également faire leur demande de congé en ligne. On prévoit mettre ce projet à l'essai en novembre 2005.

La section des pensions et des avantages sociaux est responsable des politiques et des aspects opérationnels et financiers des programmes d'avantages sociaux offerts par l'employeur, notamment l'assurance collective, l'indemnisation des accidents du travail, les indemnités de retraite et les programmes de pension. Les ressources de la section se consacrent principalement à l'administration centralisée des pensions de retraite pour la Caisse de retraite de la fonction publique, la Caisse de retraite des enseignants, le régime de retraite des députés provinciaux, le régime de rémunération et de retraite des cadres supérieurs ainsi que les régimes de retraite des juges provinciaux.

La section des pensions et des avantages sociaux offre un leadership et une orientation aux employés et aux employeurs de tout le secteur public en matière d'administration des avantages sociaux et des pensions. La section joue un rôle proactif en matière de communication d'information aux membres au sujet de leur régime de retraite, notamment en offrant des séances d'information pour les employés qui approchent de la retraite et à d'autres membres actifs souhaitant obtenir plus d'information sur leur régime de retraite.

La Caisse de retraite de la fonction publique compte environ 2 900 membres actifs répartis au sein de 18 employeurs participants. La Caisse verse des prestations de retraite à 1 570 pensionnés (personnes retraitées et conjoints survivants).

La Caisse de retraite des enseignants compte environ 1 635 membres actifs et 1 200 pensionnés qui reçoivent des

prestations du régime de retraite des enseignants. Quatre employeurs participent à la Caisse de retraite des enseignants.

Le Centre de formation en français a dispensé une formation linguistique à temps plein aux fonctionnaires fédéraux par l'intermédiaire d'un contrat avec la Commission de la fonction publique du Canada.

Le Centre a aussi offert, dans diverses régions de l'Île, un programme à temps partiel de deux trimestres comprenant des cours allant du niveau débutant au maintien des compétences. Durant l'exercice, 248 employés ont suivi un total de 998 heures de formation en français. Les cours à temps partiel comprennent des groupes combinés de fonctionnaires fédéraux et provinciaux.

Le Centre de formation en français a continué d'effectuer des évaluations de la compétence orale en français sur demande pour la Division de la dotation et de la planification des ressources humaines.

De plus, la Commission de la fonction publique organise et coordonne le programme de reconnaissance des longs services, qui honore les employés qui comptent 20, 25, 30 et 35 années de service continu.

Le 16 juin 2004, le premier ministre Pat Binns a organisé une réception à l'intention de tous les fonctionnaires qui avaient 20, 25, 30 et 35 années de service continu. Quatre employés célébraient 35 années de service, tandis que 29, 48 et 38 autres célébraient respectivement 30, 25 et 20 années de service.

La Commission de la fonction publique coordonne toujours le Programme de prix à l'innovation pour les employés. Ce programme vise à favoriser l'innovation au sein de la fonction publique, ainsi qu'à reconnaître et à récompenser les employés et les équipes qui proposent des innovations qui sont ensuite mises en œuvre et qui permettent de réduire considérablement les coûts pour le gouvernement, ou encore qui améliorent les services à la population, le mieux-être ou la sécurité en milieu de travail.

La Commission de la fonction publique a reçu 22 suggestions durant l'année. Quatre ont été adoptées, 13 rejetées, 1 retirée et 18 sont encore à l'étude pour déterminer si l'on peut y donner suite. Les suggestions mises en œuvre permettent d'améliorer considérablement la fonction publique.

Cette année, la plaque pour le ministère dont les employés ont présenté le plus grand nombre de suggestions a été remise à égalité au Trésor de l'Î.-P.-É. et à Environnement, Énergie et Forêts. Il y avait quatre gagnants *ex aequo* pour le ministère dont les employés ont présenté le plus grand nombre de suggestions mises en application, soit Affaires communautaires et culturelles, Santé et Services sociaux, Tourisme et Conseil exécutif.

Ces faits saillants font ressortir non seulement le niveau et la variété des activités entreprises pendant l'année, mais aussi les succès obtenus par la Commission de la fonction publique de l'Île-du-Prince-Édouard en ce qui a trait à l'exécution de son mandat.

Staffing and Human Resource Planning Division

The Staffing and Human Resource Planning Division provides leadership and service delivery in the areas of recruitment, staffing, diversity and human resource planning. Our clients include employees and employers from the broad public sector as well as members of the public.

Staffing and Recruitment Activity

The various fiscal restraint measures put in place at the end of 2003-2004 remained as a means of dealing with the increasing provincial deficit. All staffing actions required Executive Council approval and the Public Service Commission co-ordinated this approval process on behalf of government departments, health regions and the education system.

External recruitment efforts focused on health professionals. The Public Service Commission partnered with the Department of Education to sponsor a recruitment event on National Take Your Kids to Work Day, the purpose of which was to highlight careers within the civil service. High school students from all over the province were invited to join government employees for the day, job shadowing in careers which were of interest to them. They also had a chance to meet with young civil service employees to learn more about the benefits of working for government and the opportunities for many careers within one large employer.

Human Resource Planning

The Public Service Commission participated in the development of a system-wide Human Resource Plan for the PEI Health System.

A Horizontal Resource Team was set up as part of Program Renewal. The Public Service Commission participated as a member of this committee. A major demographic report was developed as part of the work of this group highlighting the future HR issues within the civil service, the health system and the education system.

A new organization, New Professionals, started within the Civil Service. Supported by the Public Service Commission and the Deputy Ministers' HR Sub-committee, individuals new to the public service began meeting as a peer network supporting personal and professional development.

Diversity

Over the past year, the Public Service Commission continued to take an active role in providing leadership in the area of diversity and employment equity.

One of our major roles is to provide employment advice and assistance to qualified individuals from designated groups who are seeking employment with the provincial government.

The third annual Premier's Award for Diversity Leadership was presented to two individuals – Susan MacLeod and Myra Thorkelson.

A 2005 Diversity Calendar was produced as well as a promotional video.



*Premier's Award for Diversity
Prix du Premier ministre pour la diversité*

Classification and Employee Relations Division

The Classification and Employee Relations Division experienced several opportunities and challenges over the year as the Workforce Renewal Program was implemented and both the Employee Assistance Program and the Occupational Health and Safety Program joined the division. This report reflects each of the functions of the division separately.

Classification Services

The role of Classification Services is to determine the relative worth of jobs. This is fundamental to the employer's commitment to compensate employees fairly and equitably for the work they do.

To this end, Classification Services is responsible for the development, maintenance and administration of the job evaluation process, and the classification plan which establishes the framework for salary negotiations. The section also provides advice on organizational design and compensation.

Classification Services provides services for departments of Government in accordance with the *Civil Service Act*. Classification Services were provided to the regional health authorities and regional school boards and to other public sector organizations on a contractual basis.

The division places high priority on communicating with its many clients. Staff provided training to the Appeal Committee as well as several sessions on Understanding the Classification Process for civil service employees. A training video was developed

on the classification system and is ready for use.

Approximately 350 classification reviews were conducted by staff during the year and an additional 150 positions were reviewed in a separate study.

As well the division continued to be a partner in the Atlantic Benchmark Project as described in previous annual reports. Program testing has been completed and data is being added to the online system.

The job specification project is in various stages of completion.

Labour Relations

Labour Relation Services provides assistance to management within the Civil Service on human resource issues; represents Treasury Board in collective bargaining within the public sector; provides assistance on the administration and interpretation of the collective agreement between the Government and the Union of Public Sector Employees; develops and implements, with the assistance of Government departments, policies and programs consistent with organizational needs and provides education on modern labour relations practices. The cross-sectoral labour relations contract with Human Resources Associates Inc. is administered by this section.

The division represented Treasury Board at three collective bargaining tables this year. One was between the Government of Prince Edward Island and the Workers

Compensation Board of Prince Edward Island and the Regulatory and Appeals Commission and the Prince Edward Island Union of Public Sector Employees. This resulted in a three-year collective agreement. As well CUPE (health) negotiations were conducted during the year. On March 1 an impasse was reached. The bargaining teams will seek the services of a conciliator in May 2005. Close to the end of the year negotiations commenced with the PEI Nurses Union for their new collective agreement.

Ongoing activities including providing advice and assistance with disciplinary matters, workplace harassment issues, managing the probationary employee and general performance management continued. Grievance and worksite problem solving are key services of the section. A workforce renewal incentive program was initiated near the end of the fiscal year.

Employee Assistance Program

The past year has been one of change and growth for our Employee Assistance Program (EAP). The office moved from Harbourside to Burns Avenue in May and the quality of office space improved significantly. Clients are pleased with the availability of parking space. Because EAP has shown increased utilization, our part-time counsellor's time was increased to 100 per cent from 50 per cent. Also, after 13 years of dedication to the program Frank MacAulay decided to retire in October. For years Frank was the name most people associated with EAP. He was one of the key people involved in founding the program within the provincial government. In the new year, Edward MacAulay was named the successful replacement as manager of the program.

The Employee Assistance Program continues to provide support and consultation in areas of personal issues and work-site stress management to employees and managers and their immediate families within the public sector of Civil Service, the health regions and the school boards. Positive and open communication is the cornerstone to healthy families and working environments. EAP is viewed as a mechanism to enable and enhance individual problem-solving on these two fronts when communication breakdowns have occurred and stress has become a work-related factor.

The EAP Joint Advisory Committee comprised of representatives of the three public sectors, employers, employees and the five unions offer valuable support in marketing the program in the workplace, to assess program effectiveness and to make recommendations for over-all enhancements. The committee meets semi-annually for this purpose.

For the year, there were 330 new cases from three sectors of civil service, education and health. On average, 80 per cent of these cases were self referrals, and approximately 5.5 per cent, three per cent and nine per cent respectively were formal referrals. Some of the more predominant presenting problems were: anxiety, marital, family and children, job conflict/career, addictions and supervisor consult.

There were a total of 25 group or work site sessions. Some of the sessions include stress workshops, retirement impacts, critical incident stress debriefing, supervisor assisted referrals and EAP orientations.

Occupational Health and Safety Program

Advising and assisting departments as they developed and implemented their Occupational Health and Safety programs continued to be a major focus this year. By the end of the year most OHS programs were drafted and waiting approval from senior management.

A total of 430 employees attended training in office ergonomics, confined spaces, workplace inspections, accident investigations, OHS committees and representatives, back care, safety for young workers and W.H.M.I.S.

Indoor air quality and noise level testing was conducted in 20 departmental sites as well as for workplaces in the Queens and East Prince Health Regions. Testing is followed up with written reports to management and assistance with implementing recommendations.

Staff and UPSE representatives collaborated to plan the spring OHS conference held in April 2005. Over 125 employees from both the civil service and health sector participated in the various sessions which focused on employee health and well-being.

Workplace inspections were conducted in the Public Service Commission and in various workplaces in seven other departments. Written reports including recommendations, if necessary, were fed back to management and OHS committees.

The number of accidents resulting in time lost from work was down to 33 from 45. Accidents resulting in time lost from work has been steadily decreasing over the last 10 years.

Ergonomic assessments of office work stations are increasingly requested as employees spend more time working at their computers. This year 60 assessments were conducted and recommendations made for correction. Specific stretch exercises done by computer operators are necessary to prevent repetitive strain disorders.

Resource materials from the program library were provided to employees of both the civil service and health and social service system as well as to the city of Charlottetown and several private-sector employers.

Corporate Services Division

The Corporate Services, Systems and Administration Division provides leadership in the areas of pensions and benefits, payroll administration, systems administration and corporate services. The division is composed of the following sections.

Corporate Services and Finance

The section provides leadership and guidance to all divisional initiatives and activities including the development and management of the Public Service Commission budget. Advice is also routinely provided on a range of financial and administrative related matters.

Updates to the Human Resource Policy and Procedures Manual continue to be initiated by the section. The Human Resource Policy and Procedures Manual is accessible to staff through the intranet.

The section co-ordinates the HR Managers Group which meets on a monthly basis to exchange ideas, communicate information relating to ongoing initiatives, provide input to policies and procedures and discuss HR-related issues. The HR Forum is highly valued as a networking and communication vehicle within government.

This section along with the Systems and Administration Section provides administration services to both the Excluded and UPSE Training and Development Funds.

French Language Training

The primary mandate of the Language Training Program is to provide provincial government employees with quality part-time language training at a variety of levels from beginner to maintenance of French language skills. The program supports the provincial *French Language Services Act* by developing the French language skills of provincial government employees. The goal is to augment government's bilingual capacity.



*French Language Training
Formation au français*

In 1998 a federal/provincial partnership was formed to provide French language training to provincial and federal government employees on Prince Edward Island. Since that time, provincial and federal programs are co-located at the Language Training Centre, 119 Kent Street in Charlottetown.

Under the five-year partnership agreement, the province once again contracted with the Public Service Commission of Canada to deliver full-time language training to 15 federal government employees. Part-time training was also provided for combined

groups of provincial and federal government employees.

The part-time program is comprised of levels from beginner to maintenance and operates over two semesters in various locations across the Island. 248 employees completed a total of 998 hours of instruction in French, representing 33 classes. Most employees were successful in their effort to complete these courses on personal time.

French Language Training continued to provide French oral proficiency evaluations on demand for Staffing and Human Resource Planning. Intermediate students are annually invited to take part in an oral proficiency evaluation interview. Language Training maintains a database of bilingual provincial government employees who have kept up their French proficiency skills.

Throughout the year, French Language Training collaborated with Acadian and Francophone Affairs in promoting bilingual services throughout provincial government.

Systems and Administration

Systems and Administration provides a variety of services to the Civil Service and health sectors and to the internal staff of the Public Service Commission. Services include management of the Civil Service payroll, Human Resources Management System for the civil service and health sector, advice and assistance on human resource technology initiatives, advice on administration of the collective agreement between Government and the Union of Public Service Employees and Public Service Commission administration.

Services to the departments and health regions include reporting on HR data and payroll data (civil sector). We continue to meet regularly with civil and health sector user groups to ensure processes and systems meet the needs of the various organizations.

The Public Service Commission remains committed to the upgrade and implementation of the payroll and Human Resource Management System. Due to many factors this initiative is very slow in getting started.

Systems and Administration continues to support the various divisions of the Public Service Commission and departments to find technical solutions which will assist in the improvement of human resource processes. Such improvements include:

- Work is in progress for the development of an application management system for the Training and Development funds. This will assist in the management of the funds.
- The Public Service Commission is partnering with the Information Technology Management Group of Provincial Treasury in the development of an employee self-service system. This system will allow employees the ability to view online their personal, pay and leave information. This will also allow employees to apply for leave online. It is expected that the pilot for this project will occur in November of 2005.

Pensions and Benefits Section

The Pensions and Benefits Section has fiscal, operational and policy responsibilities for employer-sponsored benefit programs such as group insurance, workers compensation, retirement payments and pension programs. The section's resources are primarily dedicated to the provision of centralized pension administration for the Civil Service Superannuation Fund (CSSF), the Teachers' Superannuation Fund (TSF), the MLA Pension Plan, the Senior Compensation Pension Plan and the Provincial Judges Pension Plans.

The Pensions and Benefits Section provides leadership and direction to both employees and employers across the public sector with regards to administration of benefits and pensions.

Pensions and Benefits takes a proactive role in keeping members up to date on their pension plan by offering information sessions for employees approaching retirement and other active members wishing more information on their pension plan. The Public Service Commission is committed to providing ongoing education to its staff to ensure a high level of knowledge and proficiency in the area of pension benefits for public sector plans is maintained.

The CSSF has approximately 2,900 active members spread across 18 participating employers and there are 1,570 pensioners (retirees and survivor spouses) receiving benefits from the CSSF.

The TSF has approximately 1,635 active members and 1,200 pensioners receiving benefits from the teachers' plan. There are four participating employers in the TSF.

Public Service Commission and the *French Language Services Act*

Progress Summary

A key area of activity in support of the *French Language Services Act*, continues to be the provincial French Language Training Program, offering evening language courses to provincial government employees including the health sector. Over two semesters from September 2004 through May 2005, 113 employees benefited from French courses held in Charlottetown and Summerside at varying levels from introductory and beginner through intermediate and maintenance. Each course represents anywhere from 28 to 56 hours of employee personal time.

At the end of language training courses in April, provincial employees enrolled at advanced levels are offered the opportunity for a formal assessment of their speaking ability. Approximately 20 employees were evaluated.

As part of the staffing process, the Staffing and Human Resource Planning Division referred approximately 30 individuals for language testing. The testing service is available to all government departments and Public Service Commission maintains an inventory of bilingual employees in the human resources management information system.

Public Service Commission renewed an agreement with Language Training Canada for testing services in reading proficiency and general grammar knowledge in French. These additional assessments support the spoken proficiency assessments and are available to human resources managers and staffing personnel as needed.

Currently, 218 employees are deemed bilingual: 122 civil service employees and 96 within the health regions.

The Public Service Commission employs a bilingual staffing officer and a bilingual receptionist and established a new position for a bilingual pension and benefits officer. Staff at the Language Training Centre are also bilingual.

Job application forms are available in French for those applying for government positions online or in person. Opportunity for professional development in French is also available such as with the Insights Discovery Personal Profile, a tool for individuals to gain a detailed understanding of their working style in order to improve their effectiveness.

La Commission de la fonction publique et la *Loi sur les services en français*

Rapport récapitulatif

Le Programme provincial de formation linguistique en français continue d'être un des principaux domaines d'activité à l'appui de la Loi sur les services en français. Des cours de français sont offerts en soirée aux fonctionnaires provinciaux, y compris du secteur de la santé, dans le cadre du programme. Au cours des deux trimestres de septembre 2004 à mai 2005, 113 employés ont profité des divers cours de français donnés à Charlottetown et à Summerside, à des niveaux variés allant des cours d'introduction et pour débutants aux cours intermédiaires et de maintien des compétences. Les cours, dont la durée varie entre 28 et 56 heures, sont donnés en dehors des heures de travail.

À la fin des cours de formation linguistique, en avril, les fonctionnaires provinciaux inscrits à des cours de niveau avancé ont la possibilité de faire évaluer officiellement leur capacité d'expression orale. Une vingtaine d'employés ont été évalués.

Dans le cadre du processus de dotation, la Division de la dotation et de la planification des ressources humaines a envoyé une trentaine de personnes en évaluation linguistique. Le service d'évaluation est offert à tous les ministères, et la Commission de la fonction publique conserve un répertoire des employés bilingues dans le système d'information de gestion des ressources humaines.

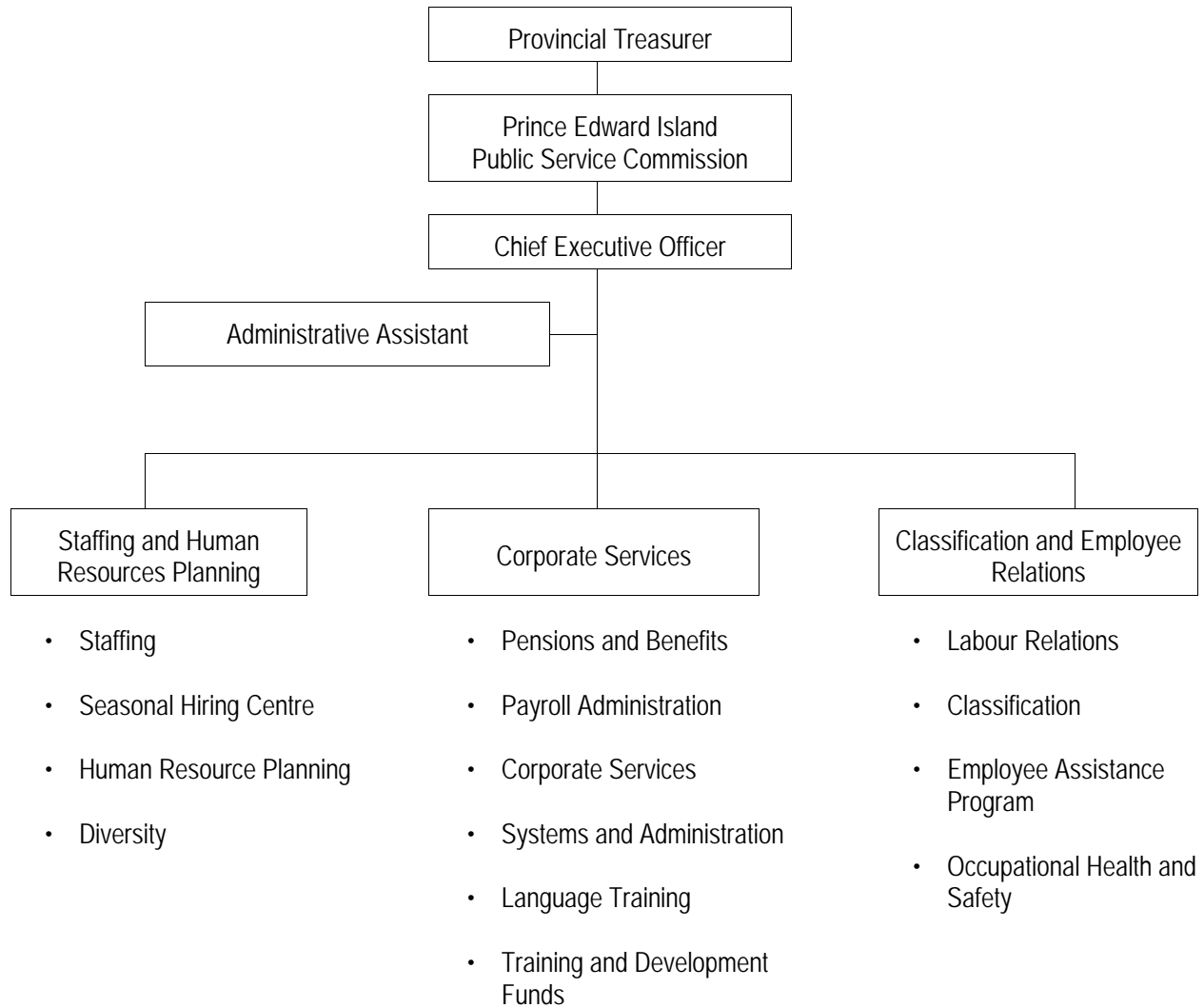
La Commission de la fonction publique a renouvelé son entente avec Formation linguistique Canada pour les services d'évaluation de la compétence en lecture et de la connaissance générale de la grammaire française. Ces évaluations supplémentaires permettent d'appuyer les évaluations de la compétence orale, et les gestionnaires des ressources humaines ainsi que le personnel de la dotation peuvent s'en prévaloir au besoin.

À l'heure actuelle, 218 employés sont jugés bilingues, dont 122 employés de la fonction publique et 96 employés des régies régionales des services de santé.

La Commission de la fonction publique emploie un agent de dotation bilingue et une réceptionniste bilingue et a créé un nouveau poste d'agent bilingue des pensions et des avantages sociaux. Le personnel du Centre de formation linguistique est également bilingue.

Des formulaires de demande d'emploi sont disponibles en français pour les personnes qui postulent un emploi au sein du gouvernement, en ligne ou en personne. Des possibilités de perfectionnement en français sont aussi offertes, comme le profil personnel de « Insights Discovery », un outil qui permet aux personnes d'obtenir une compréhension détaillée de leur style de travail afin d'accroître leur efficacité.

Organizational Chart



Appendix A – Public Service Commission Budget

Public Service Commission Expenditures and Revenue

Division	Unaudited Actual 2004/2005	Budget Revised 2004/2005	Budget Estimate 2004/2005
Expenditure Budget			
Management	\$ 203,356	\$ 220,700	\$ 208,200
Classification and Employee Relations	1,699,617	1,713,400	1,777,400
Staffing and HR Planning	1,078,214	109,500	1,123,600
Corporate Services	1,885,551	1,949,400	1,964,600
Total Public Service Commission Expenditures	\$ 4,866,738	\$ 4,973,000	\$ 5,073,800
Revenue Budget			
Management	0	0	0
Classification and Employee Relations	75,800	75,800	75,000
Staffing and HR Planning	506,514	506,500	506,300
Corporate Services	600,131	623,000	633,500
Total Public Service Commission Revenue	\$ 1,182,445	\$ 1,205,300	\$ 1,214,800

Public Service Commission Other Expenditure Budgetary Responsibility

The Employee Benefits budget is approved by the Legislative Assembly under separate appropriation vote and is administered by the PEI Public Service Commission.

	Unaudited Actual 2004/2005	Budget Revised 2004/2005	Budget Estimate 2004/2005
Employee Benefits			
Medical/Life Benefits	234,847	331,600	317,600
Employee Future Benefits	9,146,307	9,641,500	4,112,000
Government Pension	17,877,786	17,586,200	6,717,800
Pension Management	303,558	320,800	355,000
Total Employee Benefits	\$ 27,562,498	\$ 27,880,100	\$ 11,502,400

- In addition to the expenditures noted above, \$14,113,135 was expended on the Workforce Renewal Program.
- In addition to the expenditures noted above, \$8,363,962 in pension and future retirement benefits were recorded by the Department of Education, Department of Health and Social Services and the Department of Community and Cultural Affairs.
- **Medical/Life Benefits** include the government's share of employee benefit package for life insurance, Blue Cross medical, etc.
- Employee Future Benefits represents the cost to provide retirement or severance pay to public sector employees and members of the Legislative Assembly, pensions for Provincial Court judges and Worker's Compensation Benefits of the civil service.
- Government Pension is required for the annual pension matching of active civil service employees and active members of the Legislative Assembly (MLAs)

Appendix B-1 - Civil Service Establishment

Civil Service Establishment
as of March 31, 2005

Department /Agency	Exec Division	Classified Division										Casual Division			Total All Divisions
		Employees					Vacant Positions					Total	Total		
		FT	EXL FT	PT	EXL PT	Total	FT	PT	Total						
Agriculture, Fisheries and Aquaculture	1	106	17	21	0	144	10	4	14	34	193				
Attorney General	1	218	50	45	0	313	23	4	27	69	410				
Auditor General	1	9	6	0	0	15	4	0	4	0	20				
Community and Cultural Affairs	1	112	16	30	0	158	8	1	9	23	191				
Development and Technology	2	62	7	3	0	72	4	3	7	12	93				
Education	1	68	14	1	0	83	8	0	8	53	145				
Employment Development Agency	0	4	1	1	0	6	2	2	4	1	11				
Executive Council	4	6	12	0	0	18	5	2	7	2	31				
Environment, Energy and Forestry	1	99	9	34	0	142	8	4	12	13	168				
Health and Social Services	2	125	27	10	0	162	19	2	21	53	238				
Liquor Control Commission	1	93	6	18	0	117	8	7	15	70	203				
Provincial Treasury	1	186	26	0	0	212	19	0	19	34	266				
Public Service Commission	1	0	55	0	5	60	6	1	7	19	87				
Tourism	1	41	8	82	0	131	2	4	6	30	168				
Transportation and Public Works	1	378	26	204	0	608	66	50	116	172	897				
Total at March 2005	19	1507	280	449	5	2241	192	84	276	585	3121				
Total at March 2004	19	1442	266	407	0	2115	260	142	402	646	3182				
Difference From Last Year	0	65	14	42	5	126	-68	-58	-126	-61	-61				

Legend: FT = Full-time EXL FT = Excluded Full-time PT = Part-time EXL PT = Excluded Part-time

Appendix B-2 – Length of Service Profile

**Classified Division, Full-time and Part-time
March 31, 2005**

Years of Service	Male	Female	Total	Percentage of Total
0 - 4	312	206	518	23.1%
5 - 9	310	238	548	24.5%
10 - 14	128	111	239	10.7%
15 - 19	195	190	385	17.2%
20 - 24	105	91	196	8.7%
25 - 29	134	83	217	9.7%
30 - 34	74	51	125	5.6%
Over 35	9	4	13	0.6%
Total	1,267	974	2,241	100.0%
Average Years Service	13.2	13.4	13.3	

Appendix B-3 – Age Profile

**Classified Division, Full-time and Part-time
March 31, 2005**

Age	Male	Female	Total	Percentage of Total
Under 25	3	8	11	0.5%
25 - 29	47	48	95	4.2%
30 - 34	92	90	182	8.1%
35 - 39	140	104	244	10.9%
40 - 44	190	184	374	16.7%
45 - 49	259	201	460	20.5%
50 - 54	270	179	449	20.1%
55 - 59	176	127	303	13.5%
60 - 64	75	28	103	4.6%
Over 65	15	5	20	0.9%
Total	1,267	974	2,241	100.0%
Average Age	47.3	45.6	46.6	

Appendix B-4 – Departmental Profile

**Classified Division
Full-time and Part-time
March 31, 2005**

Department	Male	Female	Total
Agriculture, Fisheries and Aquaculture	77	67	144
Attorney General	151	162	313
Auditor General	6	9	15
Community and Cultural Affairs	68	90	158
Development and Technology	15	57	72
Education	35	48	83
Employment Development Agency	2	4	6
Executive Council	3	15	18
Environment, Energy and Forestry	99	43	142
Health and Social Services	41	121	162
Liquor Control Commission	63	54	117
Provincial Treasury	116	96	212
Public Service Commission	10	50	60
Transportation and Public Works	506	102	608
Tourism	75	56	131
Total	1,267	974	2,241

Appendix B-5 – Separations

**Classified Division
March 31, 2005**

Reason	Male	Female	Total
Retirement	17	11	28
Resigned	12	11	23
Dismissed	1	0	1
Deceased	3	1	4
Lay-off	3	4	7
Total	36	27	63

Appendix C-1 – 2004-2005 Staffing Statistics

	Government	Health Sector	Total
Internal Competitions	217	1,152	1,369
External Competitions	55	123	178
Total Competitions	272	1,275	1,547
Competition Applicants	3,118	9,241	12,359
Qualified/Eligible Applicants	1,359	7,822	9,181
Permanent Appointments	247	721	968
Temporary and Casual Appointments	74	663	737
Total Appointments	321	1,384	1,705

Appendix D – 2004-2005 Classification Report

Location	Positions Classified
PEI Civil Service*	184
Health Sector**	114
Education Sector	15
PEI Liquor Control Commission	26
PEI BDI	1
Other	7
Total	347

* In addition to these files, 150 positions in Tourism were reviewed in a study.

** The Department of Health and Social Services is included with health sector statistics.