

# 1.1 Introduction

The corporate administrative policies and procedures of the Government of Nova Scotia were approved by the Treasury and Policy Board on January 9, 2003, and are contained in four 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.

## **200 BUDGETING AND FINANCIAL MANAGEMENT**

Documents budgeting and budgetary control processes as well as accounting policies and procedures.

## **300 COMMON SERVICES**

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

## **500 HUMAN RESOURCES MANAGEMENT**

Documents human resources policies and procedures in place for all employees, except where superseded by collective agreements.

These manuals are posted in PDF format on Treasury Board office's Internet site (<http://www.gov.ns.ca/treasuryboard/manuals>). Hyper-links to the corporate administrative policies (previously known as 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.

The Corporate Administrative Policy Manuals are living documents, with the ongoing updating, adding and deleting of policies and procedures. The Executive Council 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 Executive Council Office.

## **References**

I.2 Corporate Administrative Policy Manuals Policy, 100 Management Guide  
Q&As, Corporate Administrative Policy Manuals Website

## **Enquiries**

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