

I.2 Introduction to the Corporate Human Resources Management Policy Manual (Manual 500)

The Corporate Human Resources Management Policy Manual (Manual 500) contains the Nova Scotia Government's corporate human resource policies. The Public Service Commission (PSC), the central human resources department of Government, has oversight for the content of Manual 500.

Manual 500 contains corporate human resource policies that may apply to both bargaining unit and non-bargaining unit employees. Generally, each policy contains an application section that sets out the employee groups to whom the policy applies.

- **Bargaining unit employees** should note that their collective agreements take precedence over policies contained in this Manual. Therefore, those agreements should also be referenced when seeking the most current provisions related to a specific topic.
- **Non-bargaining unit employees** should also refer to the *Civil Service Act* and its regulations, particularly for assistance in locating information on issues for which there may be no corporate policy in this Manual.
- **Casual and other direct employees** of government should also refer to the Labour Standards Code.
- **Contract employees** should also refer to the specific terms of their contracts of employment.

Key Links for More Information

Collective Agreements

<http://gov.ns.ca/psc/employeeCentre/collectiveAgreements/>

Civil Service Act

<http://nslegislature.ca/legc/statutes/civils.htm>

Regulations under the *Civil Service Act*

<http://www.gov.ns.ca/just/regulations/rxaa-l.htm#civsvc>

Labour Standards Code

<http://nslegislature.ca/legc/statutes/labourst.htm>

Changes – Spring 2012

In the spring of 2012, the PSC undertook some changes to the Manual that resulted in the repeal and removal of some policies and the reorganization of some of the remaining contents. Please refer to the Manual 500 Changes – Spring 2012 web page for a description of the changes, and direction on where to find information on topics that are no longer included in the Manual.

The revision, addition and repeal of policies contained in Manual 500 are carried out in accordance with the Management Manuals Policy, accessible at the following link:

<http://www.gov.ns.ca/treasuryboard/manuals/PDF/100/10102-15.pdf>

Managers and employees are encouraged to register for the Corporate Policy Manuals ListServ <http://www.gov.ns.ca/treasuryboard/manuals/registerlistserv.htm> so they can be advised of changes to the Corporate Policy Manuals, including Manual 500, as they happen.

About the Public Service Commission

The PSC is responsible for developing, implementing, and evaluating human resource policies, programs, services and standards while ensuring high quality corporate human resource management principles, values and practices. The PSC is the government's agent for collective bargaining with unions that represent direct government employees and provides advice to government on collective bargaining in the broader public service. Fulfilling this mandate ensures that the Nova Scotia Government has the human resources required to create and deliver high quality programs and services to citizens.

Enquiries

Public Service Commission, Policy and Programs Unit (902) 424-5901

email: PSC-Policy-Inquiries@gov.ns.ca

Approval date:	January 15, 2003	Effective date:	January 15, 2003
Approved by:	Public Service Commissioner	Administrative update:	June 26, 2012
