MODIFICATION OR CREATION OF THE LINGUISTIC PROFILE OF A POSITION

The request could be filed by:
- Classification
- Level 4 Manager

1. A completed request to change or create the language profile of a position is sent by the manager using the e-form or by classification via e-mail to HR Operational Programs at GEN-NAT-POSITION-OL-POSTE-LO.

Required documentation:
- Justification
- Current work description
- Current organizational chart

2. HR Operational Programs analyses the request by reviewing the location of the position and the language requirements, the supervisory requirements of the position, the vacancy of the position, as well as the overall services to be provided by the position.

3a. If supported:
For a new position: HR Operational Programs makes the change in HRMS and notifies Classification.

For a current position: HR Operational Programs prepares a letter for the section 34 manager to authorize and provide to the employee indicating the change and possibly the consequences of the change when the position is encumbered, which may be a gain or loss of the bilingual bonus. (10 days)

4a. If the employee does not meet the updated language requirements, the manager provides a plan to HR Operational Programs indicating measures to achieve and still continue to provide service in both OL.

5a. If a change to bilingual bonus is required, HR Operational Programs, within 10 days of the change, will provide a copy of the signed letter to the HRSC to make a data entry in HRMS Job Data, as of the effective date indicated on the letter (two months).

6a. HRSC confirms the HRMS change to HR Operational Programs.

7. HR Operational Programs closes the file.

3b. If unsupported, HR Operational Programs works collaboratively with the manager to gather documentation and prepares an analysis for the Director, POLEE to review.

4b. Director, POLEE reviews submission and supports the request or flags to DG, HRM.

5b. If unsupported, HR Operational Programs advises the submitting manager of the decision with a detailed reasoning.

6b. HR Operational Programs closes the file or repeats step 3b until all stakeholders are satisfied.

10 days

Responsibility Legend
Orange = Manager
Yellow = HRSC
Blue = HR Operational Programs