



PROCEDURE TO CHANGE THE LINGUISTIC PROFILE OF A POSITION

Overview

Managers determine the obligations applicable to their operations, and consequently establish or modify the linguistic requirements of the positions in an objective manner based on operational needs. Official languages (OL) obligations are based on the following conditions: considerations:

- The location of the position: a designated bilingual office or point of service, or a region designated bilingual for language-of-work purposes.
- Services to be provided: public services, central services, personal services, supervisory duties, etc.

Considerations

- The change should not negatively impact the organization's capacity to serve its clients and employees in both OL, and;
- The work description should allow for the change without affecting the duties of the position.
- Modifying the linguistic profile of a position affects the eligibility to receive, or continue to receive, bilingualism bonus payments, or may end these payments.

Encumbered Position Results

- Whenever the linguistic profile of a position is modified, the incumbent is informed within ten working days of the date of the modification.
- All employees whose linguistic profile has changed from unilingual to bilingual, and whose results on Second Language Evaluation (SLE) tests are valid, become eligible for the bilingualism bonus.
- When a bilingual position becomes unilingual, payment of the bonus stops two months after the date on which the employee is informed (letter to be signed by section 34 delegated manager, providing relevant details on the employee before sending to Human Resource Service Centre (HRSC) for action.
- When a position becomes bilingual or the bilingual status of a position is raised and the employee does not have valid SLE results, the employee may either:
 1. Take the necessary SLE tests;
 2. Undergo language training;
 3. Be transferred to a position where they meet the linguistic requirements;
 4. Remain in the position without meeting the linguistic requirements.
- HR Operational Programs and the manager are responsible for starting and/or stopping the bilingualism bonus by informing the HRSC at GEN-NATHRServices@csc-scc.gc.ca.

Required Actions	Implemented By	Implementation Steps
1. Request a change to the linguistic profile of a vacant or non-vacant position	Level 4 sub-delegated manager OR Classification (for new position creation)	<p>1.1 Complete the online e-form Change the Linguistic Profile of an Existing Position, and include a justification, a current work description, and a current organizational chart.</p> <p>1.2 For requests coming directly from Classification for the creation of new positions, send e-mail request directly GEN-NAT-POSITION-OL-POSTE-LO@csc-scc.gc.ca.</p> <p>1.3 All modifications of vacant or non-vacant positions must be rationalized and approved by a level 4 sub-delegated manager.</p>
2. Analysis of a request to change a linguistic profile	HR Operational Programs	<p>2.1 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.</p> <p>2.2 If after analysis, the justification is found valid, change the linguistic profile of the position in the Human Resources Management System (HRMS) as requested.</p> <p>2.3 If after analysis, the justification is not ratified, and/or shows that the change could compromise service delivery or has supervision in both OL a recommendation of further review of the request will be sought by the Director, POLEE.</p> <p>2.4 If additional discussion is required, submission to a higher level sub-delegation manager for further review may be obtained.</p> <p>2.5 Sub-delegated manager will be updated and informed of the status of the request throughout the process.</p>
3. For an <u>encumbered position</u>	HR Operational Programs	<p>3.1 If the incumbent's SLE results are valid, within 10 days, prepare a letter in which the level 4 sub-delegated manager attests that the incumbent is eligible to receive the bilingualism bonus, starting on the date on which the change takes effect. The letter should contain:</p> <ul style="list-style-type: none"> - Personal Record Identifier - Surname and first name

Required Actions	Implemented By	Implementation Steps
		<ul style="list-style-type: none"> - Work Location - Group and level - Position number - New linguistic requirements - Effective date <p>3.2 If the incumbent's SLE results are not valid, within 10 days, prepare a letter for the sub-delegated manager outlining next steps for the employee, including the request of an outlined plan to HR Operational Programs indicating measures to achieve and still continue to provide service in both OL. Signed copy to be send to employee and HR Operational Programs.</p> <p>3.3 If a change to the bilingual bonus is required (new bilingual status, bilingual status removed, or incumbent does not meet language profile), send a copy of the signed S. 34 letter to the HRSC for entry in Job Data module of HRMS.</p>
<p>4. For a <u>vacant position</u> or a newly created position.</p>	<p>HR Operational Programs</p>	<p>4.1 If the justification is deemed valid, change the linguistic profile of the position in HRMS as requested.</p> <p>4.2 Send confirmation to the manager/classification indicating that the linguistic profile has been changed, and provide the title, number, and group/level of the position that has been changed, as well as the effective date.</p> <p>4.3 If after analysis, the justification is not ratified, and/or shows that the change could compromise service delivery or has supervision in both OL a recommendation of further review of the request will be sought by the Director, POLEE.</p> <p>4.4 If additional discussion is required, submission to a higher level sub-delegation manager for further review may be obtained.</p> <p>4.5 Requestor will be updated and informed of the status of the request all throughout the process.</p>