NNHPD Important Information

**New to the public service - Pension**

The [public service pension plan](https://www.canada.ca/en/treasury-board-secretariat/services/pension-plan/active-members/new-public-service-pension.html) provides you, as a member, with peace of mind today and for years to come. Review information to provide you with an understanding of your pension options. The printable brochure [Welcome to the Public Service Pension Plan](http://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-pension-services/pension/info/bienvenue-welcome-eng.html) is available for new members. Some aspects of the plan are time. We suggest that you review this document as soon as possible. [Pension at a Glance](https://www.canada.ca/en/treasury-board-secretariat/services/pension-plan/plan-information/public-service-pension-glance.html) provides a summary of the major provisions of the pension plan as governed by the [*Public Service Superannuation Act*](http://laws-lois.justice.gc.ca/eng/acts/P-36/) (PSSA).

**Public Service Pension Plan (PSPP)**

The [Public Service Pension Plan](https://www.canada.ca/en/treasury-board-secretariat/topics/pension-plan/plan-information.html) provides employees with a retirement income during their lifetime. As a full-time or part-time employee (minimum 12 hours per week), employed on an indeterminate basis or for a specified period for more than six months, you are covered by the pension benefit provisions under the plan. This plan is integrated with the [Canada Pension Plan (CPP)](https://www.canada.ca/en/services/benefits/publicpensions/cpp.html) or the Quebec Pension Plan (QPP). During the time that you contribute to the CPP or the QPP, your contributions to the Public Service Pension Plan are reduced. The plan ensures retirement income, or in case of death, provides income to spouse and eligible children who meet certain conditions.

[Service Buyback](http://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-pension-services/pension/info/tirs-sbp-eng.html)

You may be eligible to increase your pensionable service by purchasing past periods of employment. Advantages of buying back prior service include:

* Increased pensionable service, which increases your pension,
* Increased pension benefit for your survivors,
* The completion of 35 years of pensionable service at an earlier date,
* The possibility of retiring earlier.

Please refer to the [Service Buyback Package](http://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-pension-services/pension/info/tirs-sbp-eng.html) to see if you are eligible to buy back prior service.

**Disability Insurance (DI)**

The Disability Insurance (DI) Plan is a mandatory plan that provides a 70% income replacement when you are unable to work for long periods due to a totally disabling illness or injury. No application is required.

**Long Term Disability Insurance (LTD)**

Long-term disability insurance is a mandatory Plan that provides 70% income replacement when you are unable to work for long periods due to a disabling illness or injury.

For information on the benefits available under each group insurance benefit plan, refer to the [Contacts](https://www.canada.ca/en/treasury-board-secretariat/services/benefit-plans/contacts-group-insurance-benefit-plans.html) section.

**Supplementary Death Benefit (SDB)**

The [Supplementary Death Benefit](https://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/collectivite-community/employeur-employer/psd-adb-eng.html#a7) is a benefit similar to term life insurance. On the death of an employee, a tax free, lump sum payment is paid to the beneficiary or estate (approximately two years' salary). If you are a Public Service Pension Plan contributor, you are required to contribute to this plan. You must pay union dues if you occupy a position in an occupational group covered by a collective agreement. If you are a member of a religious organization whose doctrine prevents you from belonging to unions, you must make an equivalent contribution to a charitable organization of your choice. Please visit the Frequently Asked Questions (FAQ) for further details.

**Terms of Employment**

The [Terms and Conditions of Employment Policy](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?section=text&id=15771) achieve consistent application of terms and conditions of employment in the public service. These terms and conditions apply to all employees in organizations listed in Schedule I, Part I of the Public Service Staff Relations Act, except those classified in the Executive Group.

**Collective Agreement**

Your collective agreement (or if you are an excluded/unrepresented employee, a casual worker, term less than three months or student, the terms and conditions of employment applicable to you) contains important information about your employment, including items relating to pay, hours of work, holidays and types of leave. Your supervisor or a member of compensation services team can provide you with more information.

[Collective agreements for public service](https://www.tbs-sct.gc.ca/agreements-conventions/index-eng.aspx) provides information about Government of Canada collective agreements such as rates of pay, working conditions, terms of employment and leave provisions.

**Flexible Work Arrangements (FWA)**

As changes occur in the Public Service workforce, there is a re-definition of the expectations employees have for work and career aspirations.

As a result, employees have shown an interest in having greater flexibility in the way they work to better manage their workload and personal lives. HC and PHAC recognize that flexible work arrangements (FWAs) such as variable hours, compressed work weeks, telework, and so on can, when used appropriately, allow employees to achieve a better balance between their work and personal lives, while continuing to contribute to attaining organizational goals.

The following types of flexible work arrangements and associated leave options are presented in [Guide to Flexible Work Arrangements](http://mysource.hc-sc.gc.ca/eng/ss/programs-services/human-resources/guide-flexible-work-arrangements):

* Compressed Work Week
* Flexible Hours
* Telework
* Part-time Employment
* Job Sharing
* Leave with Income Averaging
* Pre-Retirement Transition Leave

Flexible work arrangements are at management's discretion. They are negotiated between the employee and their manager. Furthermore, approval of such arrangements is subject to operational requirements.

**Probationary Period**

HC and PHAC are committed to building and maintaining a working environment where all employees are productive. Employees must demonstrate that they possess the required knowledge, skills, behaviors, competencies and engagement to perform their duties. Under the [Directive on Performance Management](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27146&section=text), probationary periods must be actively monitored and tracked, and managers must attest that employees have successfully completed the probationary period.

Generally, its duration runs from 12 to 24 months depending on the employee's classification (see: [Regulations Establishing Periods of Probation and Periods of Notice of Termination of Employment During Probation](https://www.tbs-sct.gc.ca/hrh/prob-eng.asp)). Probation applies to new indeterminate employees, term employees as well as employees who are transferred from other departments who have not yet completed their probationary period. In cases where there is a break in service, a new probationary period is required. A probationary period normally begins upon appointment. Your Letter of Offer will outline the terms and conditions of any probationary period. You should be prepared to discuss your performance during and at the end of your probationary period. Review [Guide for Managing Employees on Probation](http://mysource.hc-sc.gc.ca/eng/ss/my-workplace/managers-corner/guide-managing-employees-probation) for additional information**.**

**Canada School of Public Service (CSPS)**

The [Canada School of Public Service](https://www.myschool-monecole.gc.ca/index-eng.aspx) leads the government's enterprise-wide approach to Required Training and learning by providing a common, standardized curriculum that supports public servants through key career transitions, ensuring that they are equipped to serve Canadians with excellence.

CSPS provides online training and resources on the fundamentals of the public service and what it means to be a federal public servant.

* To access this program, you will have to set up an account with the School. Follow the instructions at [GCcampus](https://idp.csps-efpc.gc.ca/idp/Authn/UserPassword).
* Go to [Public Service Orientation](http://www.csps-efpc.gc.ca/pso-eng.aspx) on the School's website.
* Follow the instructions there, and register for the courses.

Online Resource Centre (ORC)

On the Online Resource Centre (ORC) you will find multiple E-learning training modules for you to complete at your own pace when the time is right for you. To access the [ORC](http://onlinelearning.hc-sc.gc.ca/moodle/login/index.php), click on the ORC icon on your desktop or enter the following URL address [http://onlinelearning.hc-sc.gc.ca](http://onlinelearning.hc-sc.gc.ca/)

Bookmark this page for future reference!

**Access to Information and Privacy (ATIP)**

Employees are responsible for protecting personal information in their care. The Privacy Management Division provides tools and advice to assist in this regard. Personal information is defined as information in any form about an identifiable individual. [Online Privacy Training](http://onlinelearning.hc-sc.gc.ca/index_eng.html), Privacy 101 and ATI 101 are training courses available for all employees.

If you think an improper or unauthorized collection, use, disclosure, retention or disposal of [personal information](http://laws-lois.justice.gc.ca/eng/acts/P-21/page-1.html) has occurred, act immediately. Contact the Privacy Management Division within 24 hours and follow the steps in the [Privacy Incident/Breach Checklist](http://mysource.hc-sc.gc.ca/eng/ss/programs-services/information-management-information-technology/access-information-and-privacy-0).

For more information on ATIP, please visit [Intranet resources](http://mysource.hc-sc.gc.ca/eng/ss/programs-services/information-management-information-technology/access-information-and-privacy), email atip-aiprp@hc-sc.gc.ca / atip-aiprp@phac-aspc.gc.ca. For information on Privacy Management, email privacy-vie.privee@hc-sc.gc.ca/ privacy-vie.privee@phac-aspc.gc.ca

**Information Management (IM)**

Information is the very nature of our business. At Health Canada (HC) and at the Public Health Agency of Canada (PHAC), we produce, collect, analyze and share mountains of information while working with our stakeholders and partners to create a healthier population.

As soon as you read an email, you should determine if the information is an Information Resource of Business Value (IRBV), or if it is "Transitory". If the email is "Transitory" information, you should delete it as soon as possible as it is no longer needed. For more information, please consult the [IM Best Practices](http://mysource.hc-sc.gc.ca/eng/ss/programs-services/information-management-information-technology/information-management/managing-5). If the email is considered IRBV, please [choose one of the following options](http://mysource.hc-sc.gc.ca/eng/ss/programs-services/information-management-information-technology/information-management/im-tools-2).

Information Resources of Business Value (IRBV) need special care. Employees must recognize that much of what we produce while performing our duties can be an IRBV and needs to be properly stored and protected. Review [Your IM responsibilities](http://mysource.hc-sc.gc.ca/eng/ss/programs-services/information-management-information-technology/information-management/your-im). Check out [IM tools](http://mysource.hc-sc.gc.ca/eng/ss/programs-services/information-management-information-technology/information-management/im-tools) that can be used to capture, preserve and manage our information resources of business value. Attend [IM awareness sessions](http://www.gcpedia.gc.ca/wiki/HC/PHAC_-_IM_Courses_for_Employees_and_Managers?setlang=en&uselang=en). For more information, email [Information Management Advisor](http://mysource.hc-sc.gc.ca/eng/ss/programs-services/information-management-information-technology/information-management/contact-us).

**Your Rights**

**Accommodation in the Workplace**

Accommodation in the Workplace refers to the design and adaptation of the work environment to the needs of as many types of persons as possible to avoid discrimination. Accommodation requires a case-by-case assessment of the needs of the individual making the request.[Accommodation in the Workplace Policy](http://mysource.hc-sc.gc.ca/eng/policy/hc/policy-accommodation-workplace) establishes a mechanism for responding to the individual accommodation needs of employees and candidates. [Duty to accommodate](http://mysource.hc-sc.gc.ca/eng/node/5215) (DTA) refers to the design and adaptation of the work environment to the needs of as many types of persons as possible to avoid discrimination. The [Guide to Accommodation in the Workplace](http://mysource.hc-sc.gc.ca/eng/ss/my-workplace/diversity-and-employment-equity/guidelines-accommodation-workplace) explains the limits on accommodation and outlines the employee's and manager's responsibilities. The goal of the Policy on the Duty to Accommodate Persons with Disabilities in the Federal Public Service is to ensure the full participation of persons with disabilities in the federal Public Service whether as a candidate for employment or as an employee.

**Mental Health**

HC and PHAC strive to *build and sustain a healthy, respectful, inclusive, safe, and productive workplace*, which are core values in action and a priority for both organizations***.*** Our aim is to create a psychologically healthy workplace; one that supports the psychological health of employees in a manner that also achieves the priority of the organization.

**Employee Assistance Program (EAP)**

The [Employee Assistance Program](http://mysource.hc-sc.gc.ca/eng/ss/my-workplace/employee-assistance-program) (EAP) offered by Employee Assistance Services (EAS) is a free, voluntary and confidential service offered to employees and their immediate family members. EAP provides assistance with situations such as:

* Marital and family relationships
* Work life balance
* Psychological health (stress, anxiety, burn-out)
* Work-related (conflict, dealing with change)

In addition, EAP offers **advisory services** to managers who are confronted with psychosocial situations that are unusual and occur in the workplace.

It also provides **trauma services**, a post event counselling intervention provided onsite to a group of employees who have been a witness or victim to a traumatic incident that has occurred in the workplace. The purpose is to educate employees about symptoms they could experience following exposure to an event, what helps to return/maintain personal wellness and support available from the EAP.

* **To reach EAP, call 1-800-268-7708**
**TDD/ATME 1-800-567-5803 for the hearing impaired**
**EAP is available 24 hour/ 365 days a year anywhere in Canada**

**LifeSpeak**

* [LifeSpeak](https://canada.lifespeak.com/Account/Login?language=1) is a confidential, bilingual, e-learning platform that provides physical, personal, professional, and mental health growth resources to improve physical and psychological health for all HC and PHAC Executives, Managers, Supervisors, Employees, and their families.
* [LifeSpeak](http://mysource.hc-sc.gc.ca/eng/ss/my-workplace/mental-health-workplace/lifespeak) is a series of videos, tips, and advice by leading North American experts.
* Available any day, any time, 24/7/365, from any phone, tablet, PC, or laptop
* Watch leading experts on the issues that matter to you – from depression and nutrition to financial health and parenting – completely, anonymously, anywhere, anytime.
* "Ask the Expert" interactive virtual platform offered monthly. Participate in a web chat! Submit questions anonymously in real time and get a response in minutes from a leading expert.
* [Access to LifeSpeak](https://canada.lifespeak.com/Account/Login?language=1) Corporate ID: **canada**

Please visit [My Workplace Wellness Toolbox](http://mysource.hc-sc.gc.ca/eng/ss/my-workplace/mental-health-workplace/my-workplace-wellness-toolbox) for additional Mental Health Resources.

**Official Languages Program**

Official languages are about all of us. Under the *Official Languages Act,* we, as employees or managers, have rights and obligations to the public and our colleagues. The *Act*, which stems from the *Canadian Charter of Rights and Freedoms*, is to ensure respect for English and French as the official languages of Canada.

The Official Languages Program team's role is to inform you of your rights and obligations and to help you put them into practice.

For more information on official languages, visit [Official Languages Program](http://mysource.hc-sc.gc.ca/eng/ss/my-workplace/official-languages).

**Diversity and Employment Equity**

Health Canada (HC) and the Public Health Agency of Canada (The Agency) promote and support total engagement at all levels in their management of diversity and employment equity. Both organizations aim to achieve representation, respect and recognition of all employees.

Everyone benefits when a workplace reflects the diversity of the public it serves. Varied backgrounds provide a different perspective, experiences and insight to better meet the needs of Canadians.

Everyone has a role to play in adopting practices and attitudes, which value and embrace diversity, inclusiveness and respect.

The Diversity and Employment Equity Program (DEEP) provides advice, policy interpretation and guidance to both Health Canada and the Public Health Agency of Canada on the subject of diversity and employment equity. For more information on the Diversity and Employment Equity Program take a look at our [Frequently Asked Questions](http://mysource.hc-sc.gc.ca/eng/ss/my-workplace/diversity-and-employment-equity/frequently-asked-questions), or email the Diversity and Employment Equity Program.

**Sustainable Development - “Greening” at Health Canada & Public Health Agency of Canada**

Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs. Health Canada and the Public Agency of Canada support sustainable development activities through legislative requirements, greening initiatives, guidance, tools, resources and more. To learn more visit mySOURCE’s [Sustainable Development at Health Canada](http://mysource.hc-sc.gc.ca/eng/hc/strategic-focus/sustainable-development) and / or [Sustainable Development at PHAC](http://mysource.hc-sc.gc.ca/eng/phac/strategic-focus/sustainable-development)

[A Strategic Environmental Assessment](http://mysource.hc-sc.gc.ca/eng/phac/strategic-focus/sustainable-development/strategic-environmental-assessment-sea) (SEA) is an important - and mandatory — process of evaluating the environmental effects that accompanies all policies, plans, and programs going forward for ministerial or Cabinet approval. If you are involved in policy, plan or program proposals, learn more about your responsibilities by taking the SEA [training on-line](http://onlinelearning.hc-sc.gc.ca/index_eng.html) or the annual in-class training session. For additional tools and resources visit [HC Strategic Environmental Assessment](http://mysource.hc-sc.gc.ca/eng/hc/strategic-focus/sustainable-development/strategic-environmental-assessment) and / or [PHAC Strategic Environmental Assessment](http://mysource.hc-sc.gc.ca/eng/phac/strategic-focus/sustainable-development/strategic-environmental-assessment-sea) on mySOURCE.