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January 20th, 2016

PRI:

Employee Name
Employee Unit

SUBJECT: MODIFICATION OF LANGUAGE REQUIREMENTS OR LINGUISTIC PROFILE

Position Title : XX
Position Number : XX
Group, sub-group and level : XX-XXX-XX
Language Requirements : English Essential
Position Location : XX Institution

Dear XX:

This is to inform you that the linguistic requirements of the above-noted position have been modified as follows:

Current Profile : English Essential
New Profile : Bilingual BBB/BBB
Effective Date : 2017-01-01

According to the information in our records, the results of your Second Language Evaluation (SLE) test demonstrate that you meet the new requirements of the position. I am therefore pleased to inform you that in accordance with the [Bilingualism Bonus Directive](#), you will continue to receive the bilingualism bonus of \$800 annually.

OR

According to the information in our records, the results of your Second Language Evaluation (SLE) demonstrate that you meet the new requirements of the position. I am therefore pleased to inform you that in accordance with the [Bilingualism Bonus Directive](#), you will begin receiving the bilingualism bonus of \$800 annually, effective 2017-01-01.

OR

According to the information in our records, the results of your Second Language Evaluation (SLE) indicate that you do not meet the new requirements of the position. You may request a new SLE to demonstrate that you meet the new requirements. Without the results of a new SLE test demonstrating that you meet the new language requirements for the position, in accordance with the [Bilingualism Bonus Directive](#), you will stop receiving the bilingualism bonus two months after the date of this notice. You will stop receiving the bilingualism bonus effective **(insert date)**.

Should you wish to request a SLE, please discuss with your sub-delegated manager and have them contact the Human Resources Service Centre (HRSC) at [GEN-NAT HR Services](#) to arrange testing with a representative. Once tested, please send your SLE results to [GEN-NAT-POSITION-OL-POSTE-LO@csc-scc.gc.ca](#) soon as possible.

OR

Our record indicates that you do not have valid Second Language Evaluation (SLE) results that meet the new linguistic requirements.

According to the Directive on Official Languages for People Management, you are not obliged to meet the new language requirements. You may request an SLE or request language training to demonstrate that you meet the new linguistic requirements. Without the results of an SLE test demonstrating that you meet the new language requirements for the position, in accordance with the [Bilingualism Bonus Directive](#), you will not receive the bilingualism bonus until you have valid SLE results at the required level.

OR

Given that the linguistic requirements for your position are no longer bilingual, in accordance with the [Bilingualism Bonus Directive](#), you will stop receiving the bilingualism bonus two months after the date of this notice (**insert date**).

We ask you to sign this letter and return it to your manager to confirm receipt of this notice.

If you have any questions or concerns, please do not hesitate to contact myself or HR Operational Programs at GEN-NAT-POSITION-OL-POSTE-LO@csc-scc.gc.ca.

Sincerely,

Sub-Delegated Manager Name
Sub-Delegated Manager Title

Acknowledgment

To confirm your acknowledgment of this language modification to the above-noted position, please sign, date below and return with any required documentation to your supervisor.

I, XX, have read and understood the information outlined in this letter as of September 17, 2020.

Options

1. ____ I wish to write the SLE without language training.
2. ____ I wish to participate in language training, followed by undergoing the SLE.
3. ____ I wish to remain in my position without satisfying the new linguistic requirements.
4. ____ I wish to be deployed to another position.

Signature: _____ Date: _____

c. c: **GEN-NAT HR Services**
GEN-NAT-POSITION-OL-POSTE-LO
Immediate Manager
Sub-Delegated Manager

