Jan. 19, 2015

Dear [Redacted]

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act (ATIPPA) - Our file # HRS-07-2014

On Dec 29, 2014 the Human Resource Secretariat (HRS) received your ATIPPA request (via a transfer from the Department of Finance), for access to the following records:

"A copy of memo(s)/letter(s) sent to all departments regarding the public sector hiring freeze that was announced by Premier Paul Davis in November 2014."

I am pleased to inform you that your request for access to these records has been granted and are attached.

Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you or five business days in the case where records are mailed to you. It is the goal to have the responsive records posted to the Office of Public Engagement's website within one business day following the applicable period of time.

If you have any further questions, please contact the ATIPP Coordinator managing this file, Jean Myrick, at jeanmyrick@gov.nl.ca or by phoning (709) 729-3387.

Sincerely,

Geoff Williams
DEPUTY MINISTER
TO: Deputy Ministers
FROM: Geoff Williams, Deputy Minister, Human Resource Secretariat
DATE: November 12, 2014
RE: Staffing Actions

As a follow-up to our earlier discussion, with respect to staffing actions, effective November 1, 2014, your Minister should authorize all staffing actions with an expectation that he/she will report these approvals to Treasury Board in a manner to be determined.

Some departments require numerous staffing actions on a daily basis to facilitate program delivery, which may have been previously delegated to the Deputy Minister. To ensure service continuity, your Minister may want to continue this delegation for short term staffing actions relating to front line services.

Regards,

GEOFF WILLIAMS
Deputy Minister

Cc: Tina Follett
Wanda Penney
SHRM Directors
Karen Ellis
TO: Deputy Ministers & Equivalents
FROM: Geoff Williams, Deputy Minister
DATE: December 5, 2014
RE: Staffing Authorities

The following information is provided as per the recent announcement that Government will be implementing an additional approval process for staffing and recruitment activity, and reviewing such activity with a view to focusing on critical vacancies.

I. Active Competitions as of November 27, 2014

In order to expeditiously address the current active competitions, your respective Manager of Strategic Staffing with the Human Resource Secretariat (HRS) will provide you with a report listing those vacancies for your Department/Agency which had been submitted to the Strategic Staffing Division (SSD) of the HRS as of November 27, 2014, and which will outline the stage of the competitive process for each vacancy. The report identifies the status of the requests. *For each stage of the competitive process noted in the report (e.g. new, screening, recommendation), please review the vacancies listed to determine which require immediate attention due to regulatory and/or health and safety impacts, or direct impact on service delivery.* For the remaining vacancies, please identify, within each stage of the competitive process, whether the staffing of these vacancies can be deferred for a period of time.

The results of the review noted above must be discussed with, and approved by your Minister. For those vacancies approved, a confirmation letter will be required to be submitted to your respective Manager of Strategic Staffing. Treasury Board approval will not be required for those vacancies which were submitted to the SSD as of November 27, and for which your Minister has provided approval to staff. All other vacancies will be subject to the process noted below.

II. Staffing and Recruitment effective November 28, 2014

For future staffing requests with effect from November 28, 2014, Treasury Board approval may be required. The previous RSA will now become defunct, and only requests submitted on the new form will be processed. *All RSAs must be submitted to the SSD.* The new form and instructions are attached for ready reference. Complete analysis and rationale for staffing activity along with specifics of funding sources will be required on the new form. *RSAs which are incomplete or contain inaccurate information will be returned to the department/agency.*

The criteria outlined in the table below shall be considered in decision making for vacancies to be staffed. Consideration must be afforded to whether vacancies may be deferred for a period of time. Staffing actions which are “payroll related” per category two (2) noted below are subject to the approval of the Minister, however, may be delegated to the Deputy Minister for operational efficiency. The final approval process for staffing actions outlined in categories 1, 3 and 4 is under consideration with direction to follow.
<table>
<thead>
<tr>
<th>Operational Consideration</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Regulatory and/or Health and Safety Requirements</td>
<td>The staffing action is critical due to legislative or regulatory requirements, or due to health and safety impacts to either the public or the public service and timeliness is of importance.</td>
</tr>
<tr>
<td>2. Unanticipated Operational Need</td>
<td>Recalls, extensions and temporary hires for existing positions of &lt; 13 weeks duration, characterized by regulatory requirements, impact on public health &amp; safety, immediate operational need, and/or collective agreement requirements and which are necessary to maintain pre-established staffing levels and require authority for payroll processing only.</td>
</tr>
<tr>
<td>3. Immediate and Service Impacts</td>
<td>While not health and safety, nor regulatory related, the staffing action is critical due to an immediate impact on public service and ability to deliver service.</td>
</tr>
<tr>
<td>4. Other</td>
<td>A staffing action which is not described by categories 1, 2, 3, however the Department submits it is required.</td>
</tr>
</tbody>
</table>

The Government of Newfoundland and Labrador has a role in supporting student employment in association with post-secondary programs. This should be balanced with the salary funding available within your department/agency. The analysis must be documented on the RSA including identification of funding source (e.g. vacant PCN). Any offers pending to work term students may now be concluded.

Vacancies associated with the "Opening Doors" Program will continue to be processed with approval at the Ministerial level.

**III  Extensions**

For all those positions/staff currently requiring extensions, a report will also be generated for review to determine which are critical to operations and require extensions. Consideration should be afforded to those situations which can be concluded without direct impact on service delivery. To facilitate that review, all such positions/staff may be extended until January 31, 2015. Where extensions are needed up to January 31, the respective departmental manager will need to confirm with the respective Strategic Human Resource Division.

[Signature]
GEOFF WILLIAMS
Deputy Minister

cc Tina Follett
Karen Ellis
Wanda Penney
SHRM Directors

Attachment
Request for Staffing Action

This form must be completed by the hiring department and submitted to the appropriate SHRM Division.

I. Position Data

Classification Title: ___________________________  PCN: ________________  Salary Plan/Grade: ______

Position Type: ___________________________

Division: ___________________________

Location: ___________________________

Reason for Staffing: ___________________________

Management Contact: ___________________________

Comments: ___________________________

II. Rationale for Staffing (Please select only one)

☐ Regulatory Requirement and/or Health & Safety

☐ Unanticipated Operational Need

☐ Immediate & Direct Front-line Service

☐ Other

Please provide a detailed explanation which includes rationale for the above selection; how a short- or long-term vacancy will impact operations and why this position needs to be filled at this time; whether hard-to-fill (list the examples); and if there are no other similar positions or no ability to redistribute duties of this vacancy elsewhere (include any supporting metrics or transaction data):

III. Type of Action (Please select only one action per RSA)

☐ Recruitment Action

☐ Payroll Action

☐ Student Hire

IV. Funding Information

Source of Funding: ___________________________  Dept. Controller Initials: ___________________________

This position is: ☐ Budgeted (funding allocated through budget process, vetted through estimates and listed in salary details)

☐ Budget Flex (funding source derived from vacancy of a budgeted position)

Accounting Flex Field:

<table>
<thead>
<tr>
<th>Company</th>
<th>RC</th>
<th>Appropriation</th>
<th>Activity</th>
<th>Line</th>
<th>Tracking</th>
<th>Future</th>
<th>% of Total</th>
</tr>
</thead>
</table>

Form Last Updated: 12/04/14
V. HRS Verification (SHRM Director or Designate)

I have reviewed this Request for Steffing Action and have verified that all required information is included and accurate.

(Name - Please Print)  (Signature)  (Date)

VI. Authorization

Assistant Deputy Minister: ☐ Recommended  ☐ Not Recommended

(Name - Please Print)  (Signature)  (Date)

Deputy Minister: ☐ Recommended  ☐ Not Recommended  ☐ Approved (Per Delegated Authority)

(Name - Please Print)  (Signature)  (Date)

Minister: ☐ Recommended  ☐ Not Recommended  ☐ Approved (Per TB Authority: ______________________ )

(Name - Please Print)  (Signature)  (Date)

VII. Treasury Board Authority

Treasury Board Authority is: ☐ Not Required

☐ Required  TB #: ______________________  (Date)

FOR SHRM USE ONLY

This request is now recommended for: ☐ Recruitment Action  ☐ Payroll Action  ☐ Student Hire

Date Logged in SHRM: ______________________  SHRM Tracking Code: ______________________

Date Submitted to SSD: ______________________  Successful Candidate: ______________________

Date Submitted to C&B: ______________________
Instructions for the Completion of the Request for Staffing Action

**General Guidelines**

1. This form must be completed to provide appropriate rationale for authorization to staff a position, including authority to staff a vacancy, to extend an existing employee, hire a student and/or to initiate a payroll action.
2. The form is designed for electronic completion with drop down boxes enclosed to facilitate same; completed forms can be saved on your local network drive with a distinct file name (e.g. RSA_PCN00012345_December5_2014.pdf).
3. Each time the form is completed for a separate staffing action, it should be saved separately.
4. Signed forms should be scanned and e-mailed to facilitate processing, as detailed below.

**Instructions for Form Completion**

**Section I: Position Data**

The Management Contact is responsible for completing this section of the form in full; incomplete or inaccurate information cannot be processed and will create delays. Please contact your Strategic Human Resource Management (SHRM) Division if you need assistance or require clarification in completing the details.

**Section II: Rationale**

The Management Contact is responsible for completing this section of the form in full. This section must be completed for all ‘Requests’ and should include any available information or supporting data to clarify why the position needs to be filled at this time and the potential impact of not staffing or of deferred staffing.

There are four choices for rationale; please select only one, in accordance with the following:

**Regulatory and/or Health & Safety Requirements:** The staffing action is critical due to legislative or regulatory requirements, or due to health and safety impacts to either the public or the public service and timeliness is of importance.

**Unanticipated Operational Need:** Recalls, extensions and temporary hires for existing positions of < 13 weeks duration, characterized by regulatory requirements, impact on public health & safety, immediate operational need, and/or collective agreement requirements and which are necessary to maintain pre-established staffing levels and require authority for payroll processing only.

**Immediate & Direct Frontline Service Impacts:** While not a health & safety, nor regulatory related, the staffing action is critical due to an immediate impact on public service and ability to deliver service.

**Other:** A staffing action which is not described by the above, however, the Department submits it is required.

Last Updated: 12/03/2014
Section III: Type of Action (Recruitment; Payroll; Student Hire)

The Management Contact is responsible for completing this section of the form in full. There are three possible staffing actions; only one is to be selected and fields will appear based on the selection. All fields pertaining to the selection must be completed and drop down options are available where applicable.

Note: There is a new question regarding relocation in relation to selection of “Recruitment Action”. Please note that the Deputy Minister will have to initial this section if the Management Contact indicates that relocation is available.

Section IV: Funding Information

The Management Contact is responsible for completing this section in consultation with the Departmental Controller; there is also space included for the Controller to initial the form (optional based on Departmental internal processes).

Note: There are two new options regarding budget for the position; only one option is selected as follows:

- Budget (funding allocated through budget process, vetted through estimates and listed in salary details)

- Budget Flex (funding source derived from vacancy of a budgeted position). If this option is selected, additional fields will appear and the associated position title and PCN has to be identified.

If more than one source of funding is identified for the position, the ‘+’ box can be clicked to add an additional accounting flex field. The Management Contact must indicate the percentage of funding that is to be taken from each funding source (e.g. Opening Doors 80%).

Accounting Flex Field:

<table>
<thead>
<tr>
<th>Company</th>
<th>RIC</th>
<th>Appropriation</th>
<th>Activity</th>
<th>Line</th>
<th>Tracking</th>
<th>Future</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>31</td>
<td>100</td>
<td>1780</td>
<td>0110</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>01</td>
<td>33</td>
<td>100</td>
<td>1630</td>
<td>0110</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

The ‘+’ button will add an Accounting Flex Field

The ‘−’ button will subtract an Accounting Flex Field

Last Updated: 12/03/2014
Section V: HRS Verification

It is the responsibility of the SHRM Division to ensure that all sections are completed and the information provided is accurate, before submitting the RSA for the applicable Executive review.

Note: The SHRM Division will be responsible for conducting due diligence on recall, in accordance with the applicable collective agreement, to ensure that recruitment does not occur where a qualified employee is eligible for recall.

Section VI: Authorization

Assistant Deputy Minister

It is the responsibility of the Assistant Deputy Minister (ADM) to review the request, including the associated rationale, and provide a recommendation regarding whether the RSA should be approved. If the ADM has questions arising, s/he should contact the applicable ‘Management Contact’ to clarify issues before proceeding to the Deputy Minister.

Deputy Minister

It is the responsibility of the Deputy Minister (DM) to ensure that the request contains sufficient information and rationale to justify staffing the position. Where there is delegated authority in place for the DM to approve the RSA (i.e. in relation to ‘Unanticipated Operational Needs’), the appropriate selection will identify this authority and the RSA can be returned to the Strategic Human Resource Management Division for processing.

Note: Delegated authority should be documented in writing from the Minister to the Deputy Minister.

Where there is no delegated authority, the DM will provide a recommendation regarding whether the RSA should be approved. If the DM has questions arising, s/he should contact the applicable ADM to clarify issues before proceeding to the Minister.

Minister

If the Minister has not delegated the approval authority for ‘Unanticipated Operational Needs’, s/he may approve the RSA and it can be returned to the SHRM Division for payroll processing.

There is no delegation of authority for staffing requests arising from: Regulatory and/or Health & Safety Requirements; Immediate & Direct Frontline Service Impacts or Other. Where one of these options is selected, if the Minister is satisfied that the request contains sufficient information and rationale to justify the position, s/he indicates that the position is recommended for staffing and then the RSA can be returned to the SHRM Division for further processing.
Note: If a Treasury Board exemption is in place for the specific classification noted on the RSA, the Minister can indicate that the RSA is approved as per the specified TB Authority.

Except in the case of RSAs which require payroll processing only, the SHRM Division will ensure that all the RSAs are provided to the Strategic Staffing Division for required analysis and routing to Treasury Board, as necessary.

Section VII: Treasury Board Authority

The Strategic Staffing Division will coordinate the Treasury Board analysis and submission, as applicable, and will ensure completion of this section, including any follow-up communication to the applicable Manager of Strategic Staffing (to action recruitment) and/or the SHRM Division (for payroll action or student hire) regarding the Treasury Board decision.