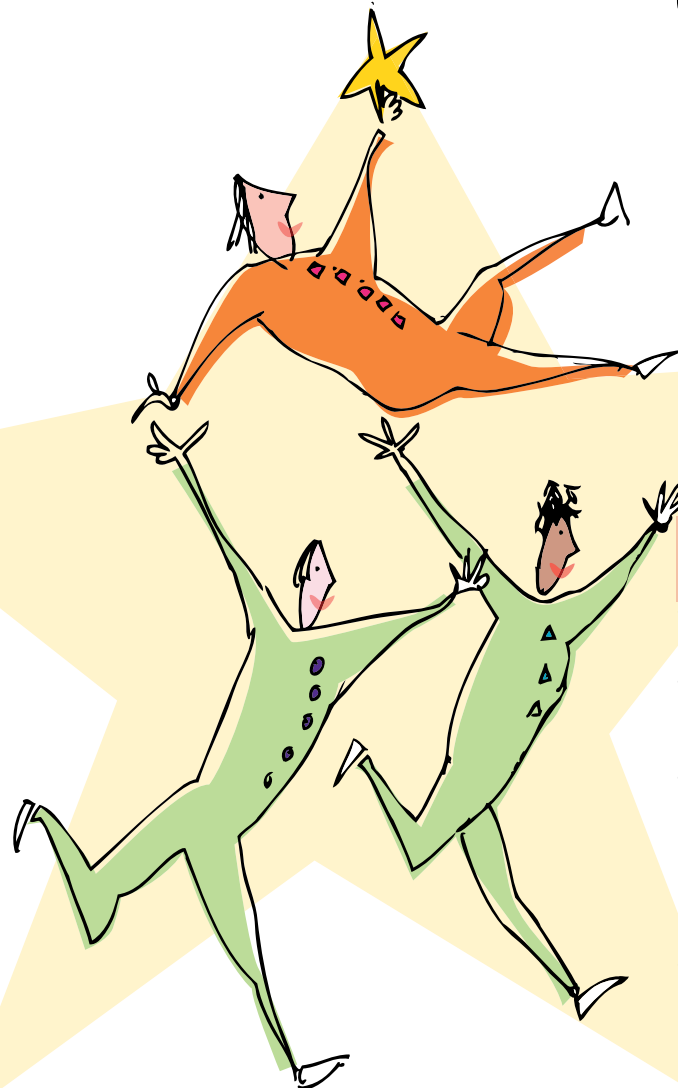


## Celebrating Public Servants

October 9-13

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by Lisa Palermo,  
Public Service Commission

**A**s you may know, traditionally the Nova Scotia Government has celebrated Public Service Week in conjunction with the Federal National Public Service Week that takes place in June each year. So as to distinguish and acknowledge Nova Scotia's public service, and take ownership of this recognition opportunity, Premier Rodney MacDonald will proclaim October 9-13 as Provincial Public Service Week in Nova Scotia.

The Provincial Public Service Week campaign is a new element of our recognition activities in government. Provincial Public Service Week → 2



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**NOVA SCOTIA**

Public Service Commission

1700 Granville St., 4th Floor  
Halifax, Nova Scotia B3J 2V9



**success through people**

← 1 provides government with an opportunity to link recognition activities already taking place corporate-wide and within departments, and to publicly acknowledge employees for their high-quality service, significant achievements, and dedication to public service.

### What will be included in this year's Provincial Public Service Week?

On October 7, you will see a newspaper ad in the major provincial newspapers to say thank you to our employees. The Premier will start the week with an all-staff email and media release on October 10. The Long Service Awards event will take place on October 12, where we will recognize 262 employees who have achieved 25 years of service, and 74 employees who have achieved 35 years of service. This is the first year that we are formally recognizing 35-year recipients as part of the Long Service Awards event. Finally, we will kick-off the nomination process for the 2007 Premier's Award of Excellence. For more information, keep an eye on the website: [www.gov.ns.ca/psc/ppsw](http://www.gov.ns.ca/psc/ppsw) or contact Lisa Palermo or Carrie Hotton at the PSC.

### 2007 Premier's Award of Excellence

The Premier's Award of Excellence is one of the Nova Scotia Government's corporate employee recognition activities created to recognize, celebrate and take pride in the achievements of our provincial employees.

The time has come once again for employees to take a look around at the great work being done within departments and immediate work groups. Employees are encouraged to submit a nomination form to acknowledge a colleague or a team of colleagues for their exceptional contribution to public service. The process is straightforward and all materials can be found on the website: [www.gov.ns.ca/psc/recognition](http://www.gov.ns.ca/psc/recognition).

# Career Management Support Now Available

by Patty Charlton,  
Public Service Commission

Employee survey results continue to tell us that career development is important to employees at all levels of the organization. They want career development supports that are flexible enough to meet their individual development needs and professional goals.

In response to this feedback and applying much of what we learned from the Leadership Continuity Program, the Public Service Commission has launched a career management website. Here, employees can get the direction they need to take control of their career development and growth.

This year, courses within the corporate calendar have been aligned with the steps of the Career Management

Cycle, making the process available to everyone.

More information about the Career Management Cycle will be included in the next HR Links, however the first of the training courses will be held in October, and we want to ensure it is well attended.

We hope that you will encourage your departments to visit the website and sign up for courses that will help them take control of their careers. ■

*Please visit:*

[www.gov.ns.ca/psc/training](http://www.gov.ns.ca/psc/training) and choose *Career Management* on the left menu.

The nomination period for the 2007 Premier's Award of Excellence commences on October 13 and closes on December 6. The Premier will present awards at an invitation-only ceremony in June 2007. Recipients receive a framed certificate, signed by the Premier and an award designed by Nova Scotian Crystal.

*For more information contact Lisa Palermo (424-4459) or e-mail [premiersaward@gov.ns.ca](mailto:premiersaward@gov.ns.ca). ■*



PREMIER'S AWARD OF EXCELLENCE

### PUBLICATION STATEMENT

HR Links is published 10 times a year on the first business day of each month. The July/August and December/January issues are combined.

The editorial board welcomes and actively solicits articles and story suggestions from members of the HR Community and its partners. Please send your submissions to [hrlinks@gov.ns.ca](mailto:hrlinks@gov.ns.ca).

### Members of the

### HR Links Editorial Board are:

Jane Allt, Vanessa Hammock,  
Donna Hendy, Michelle Lucas,  
Alexandra Smith

# HR Comings & Goings

Health would like to welcome our new Payroll Benefits officer **Nancy Barry**. Nancy begins her journey with Health on October 10 and brings with her several years of valuable payroll benefits experience. Welcome Nancy!

Health would like to bid a fond farewell to **Catherine Woodworth**. Cathy was working as Administrative Support to HR and will be venturing West effective October 20. Good luck Cathy!

**Stacy Gloster** will be starting in her role as Human Resource Development Consultant at Health effective September 25. Stacy has worked in HR Development with the Department of Education and the Public Service Commission. Welcome to our team Stacy!

Health is recruiting an Executive Director of Health Human Resource Planning. This competition closed September 22 and we hope to be able to announce our new Executive Director by the Holiday issue.

**Carol Hamilton** who was working as a Payroll Benefits Officer has left Health to join the Public Service Commission. We wish Carol the best in her new role with the PSC.

**Kenda MacFadyen** was successful in the competition for the Succession Management Advisor position at the PSC. That has allowed **Patty Charlton** to transition into the HR Development Consultant position on an acting basis.

**Holly Bartlett** has come on board for a two-year internship, working on the HR Strategy. And, welcome to **Everlyne Omuyaku** who started with Innovation and Growth September 11 as Assistant Registrar.

**John Chisholm** is a new edition to the Strategic Support Services team. John is a co-op student from Saint Mary's University, working with the attraction and retention unit until December 15.

The Planning & Coordination division welcomes **Aja Joshi**, a career starts intern who began in her coordinator position on September 11.

The Education CSU welcomes **Steve Crichton** who has joined as a Recruitment Consultant. Steve was previously at the Public Service Commission. **Mary Ellen Tingley-MacLean** joined the CSU as the Manager of Strategic Operations. Prior to joining the Education CSU team, Mary Ellen was with Nova Scotia Business Inc. as their Manager of Human Resources. ■

## Re-launch of the Self-Identification Survey

by Charlie MacDonald, Public Service Commission

**A** revised "Count Yourself In" self-identification survey will "go live" on-line the first week of October, and we hope that you will encourage staff to participate.

As you know a key objective of the government's Corporate HR Plan is to become a diverse workforce. A key component of this objective is to ensure equitable representation of members of the designated equity groups. In order to achieve this objective, it is important that we have accurate information on our Departmental profiles. An accurate profile will allow us to identify areas of concern and help measure progress.

This survey gives employees the opportunity to "self-identify" or declare voluntarily, that they are an Aboriginal Person, a Person with a Disability, or a Racially Visible Person.

While employees may have received a survey in the past, it is important that we have accurate and up-to-date information on our profile. It is particularly important for those who have not had the opportunity to self-identify in the past.

Two Easy Ways To Participate:  
Visit <http://www.gov.ns.ca/psc/workforcesurvey/> and complete the

survey on-line or print off the PDF document and return it confidentially by interdepartmental mail.

The information will be used solely for statistical analysis and reports. All provisions of the Nova Scotia Freedom of Information and Protection of Privacy Act will apply. ■

*For additional information, visit the workforce survey website or contact **Charlie Macdonald** at 902-424-6916.*

# 2007 HRANS Conference

by Carrie Hotton,  
Public Service Commission

**M**ark your calendars! The 2007 HRANS conference, "The Dawning of a New Workplace" will take place from May 23-25, 2007. The conference will focus on four themes: attraction & retention, HR as a strategic partner, creating a healthy workplace, and becoming a world-class employer.

The call for presenters has been issued, with a return deadline of October 11.

I am leading the program development process as part of the planning committee, and would love to hear your suggestions about topics and guest speakers that you'd like to see at the conference! ■

*Please forward your suggestions to me via email, hottonca@gov.ns.ca.*

*To learn more about the conference and the call for presenters, please visit [www.hrns.org](http://www.hrns.org).*

[healthyworkplaceweek.ca](http://healthyworkplaceweek.ca)

**October 23-29**

**Make a Difference In Your Workplace** is the theme of National Healthy Workplace Week. Stay tuned for notices about corporate and department activities.

*For information about how you can make a difference in your workplace, visit*

[www.healthyworkplaceweek.ca](http://www.healthyworkplaceweek.ca)

# Standard OHS Training now available

by Joel Marsman, Employee Health & Safety Promotion, PSC

**S**ix Occupational Health and Safety (OH&S) training courses have been standardized and are now available to all government employees and other public sector workers.

Over the past year, the OH&S Forum has worked with the Nova Scotia Government and General Employees Union to identify and develop core safety training programs to be consistently delivered to public servants throughout the province.

This approach enables us to provide timely, consistent and regional delivery of essential safety training.

The standardized courses are:

- **Introduction to OHS & WHMIS (Workplace Hazardous Materials Information System)**
- **Introduction to Joint Occupational Health & Safety Committees**
- **Hazard Identification & Inspections**
- **Investigation**
- **OHS for Managers and Supervisors**
- **OHS General Regulations**

Employees may register for these courses through LearnNet.



Due to the cooperation of all departments in utilizing their content experts for delivery of the safety training, the PSC will be absorbing the remaining costs of the training sessions.

We each have a responsibility to help make our workplace safe, and we hope you will encourage your clients to take advantage of the broad range of safety courses available.

By ensuring this training is accessible around the province, we are helping government provide employees with a safe and supportive workplace, a goal of the Corporate HR Plan.

*Congratulations to members of the OHS Forum for making this possible.* ■

**LearnNet**  
Your connection to  
learning and development  
<http://LearnNet.gov.ns.ca>



Awarded to  
**Recognition Teams**

The dozens of employees who are helping to establish recognition programs across government have been nominated for this month's Hero Award.

Both formal and informal recognition activities are an essential part of helping employees feel supported and valued and your voluntary participation in department recognition committees is appreciated. From what we hear, employees will be truly impressed when programs are launched (many in October).

### **Congratulations Recognition Teams!**

*If anyone sees an individual or group in our community that you feel is deserving of some special recognition please send your nomination to [hrlinks@gov.ns.ca](mailto:hrlinks@gov.ns.ca)*



# Mentorship 101

by Christine Brennan & Jennifer Bourque,  
GoverNEXT Steering Committee Members

One of the most requested topics among our members will be the focus of the next GoverNEXT networking and learning event.

'Mentorship 101' will be offered through two separate half-day sessions this fall.

#### **Halifax**

October 25, 8:30 a.m. to 12:30 p.m.  
Westin Nova Scotian Hotel

#### **Truro**

November 29, 8:30 a.m. to 12:30 p.m.  
Best Western Glengarry

Each half-day session will be jam-packed of information for those looking to learn more about how the mentorship relationship works. It will dispel myths, and leave participants knowing how to create a successful mentorship match. The event is not meant to match 'mentees' with 'mentors,' but rather to teach the fundamentals for participants to take the next step.

The event will consist of 4 modules that will explore more definitively what Mentorship Means:

- 1 a definition of mentorship - what it is and what it's not
- 2 mentorship roles, responsibilities and expectations
- 3 using tools from the PSC's Mentorship Guide, defining the mentorship process
- 4 hear first-hand and ask questions of someone who has been mentored as well as been a mentor to others

Helpful tips and tools on mentoring as part of successful career development planning will also be provided so participants may actually create their own career development plan.

Registration is FREE and will be limited to 60 participants for each event. ■



# Public Service Commissioners' Conference

# 2006-07 HR Policy Priorities Status Check

by Gord Adams,  
Public Service Commission

**O**n September 13-15, I attended the Commissioners' 2006 conference in Fredericton on behalf of the Nova Scotia Public Service Commissioner.

Here are some highlights:

The agenda included topics including: employee surveys and inter-jurisdictional comparisons, a round table discussion on "Preparing for Tomorrow's Public Service," and discussions on issues and innovations on various topics.

Nearly all jurisdictions are facing common issues, such as retention, recruitment, retirement trends, and employee engagement.

Some current activities underway around Canada include: technology solutions for recruitment and career path modelling, targeted recruitment for senior positions, diversity pools, longer-term labour agreements, hiring reviews, and whistle blower legislation and regulation.

You will be pleased to know that Nova Scotia appeared to be ahead of many jurisdictions in addressing some of the common issues in public service human resources, which is being driven by the Corporate HR Plan. That said, we still require additional investment in IT solutions to keep up with the technological tools that have been developed in jurisdictions like Ontario, Alberta and the federal government. ■

Policy Name	Status	Project Contact
<b>Fair Hiring</b>	Preliminary Consultations	Carrie Hotton
<b>Affirmative Action</b>	Preliminary Consultations	Rhonda Walker
<b>Healthy Workplace</b>	Consultations on Draft Policy	Joan Parks-Hubley
<b>Performance Management</b>	In consultation	Karen Meins
<b>Employee Recognition</b>	Consultations on draft policy underway	Lisa Palermo, Carrie Hotton
<b>Classification &amp; Pay</b>	Reviewing findings of external consultant's review and preparing action plan	John Campbell
<b>Temporary Assignments</b>	Revisions to this policy are underway to reflect proposed changes to the General Civil Service Regulations	John Campbell, Karen Fitzner, Jeannine Lagasse (TPB), Darlene Smith-Spears, Martha Coburn
<b>Pre/Post Retirement Transition</b>	Program design underway with some options being piloted	Carrie Hotton
<b>Flexible Work Options</b>	Guidelines and supporting toolkit are under development	Jane Allt
<b>Employee Orientation</b>	Program design underway	Carrie Hotton
<b>MCP Pay for Performance</b>	Discussions are underway to further clarify policy issues	John Campbell