

# Update from the PSC

## Information for Excluded and Non-Bargaining Employees

Effective Feb. 22, 2011, changes to the General Civil Service Regulations extend the following benefits to excluded and non-bargaining employees.

### Nova Scotia Public Service Commission

### VISION

Strategic human resource business partners and leaders, committed to client service excellence.

#### Vacation Entitlement and Carry-Over

- 4 weeks vacation after 5 years of service (previously after 6)
- 5 weeks vacation after 15 years of service (previously after 16)
- Employees who are unable to take vacation due to illness, injury, pregnancy/parental or adoption leave, will be able to carry over their vacation entitlement for the fiscal year without a limit on the amount of carry-over.

**Please note:** *The vacation entitlement for non-bargaining civil servants will be prorated for 2010-11, effective February 22, 2011.*

#### Prepaid Leave

The normal 6 month minimum may be reduced to a 3 month minimum for full time attendance at an educational institution.

#### Family Illness Leave

Family illness leave may now be requested in the case of preventative medical and dental care for an employee's child, parent, spouse or other relative permanently residing with the employee and where presence/support of employee is required. This is broader than the previous criteria.

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### **Weekend Premium**

Premium for hours worked on weekends increased from \$1.00 per hour to \$1.50 per hour. Eligible employees may also now receive both shift and weekend premiums.

### **Severance Pay**

Change from 3 weeks of pay for every year of service to 4.

### **Alternate Licensed Healthcare Practitioner**

In cases where proof of sick leave or work related illness/injury is required, the employer may now suggest the names of three healthcare practitioners and the employee may select one from the three. Referral fees will be paid by employer if not covered by MSI.

## **AMENDMENTS TO KILOMETRAGE RATES, MONTHLY ALLOWANCES and TRANSPORTATION ALLOWANCES REGULATIONS**

The decrease in reimbursement rates for travel beyond 27,000 kilometres has been removed, resulting in only two rates:

- 38.13 cents per kilometre travelled up to 16,000; and
- 33.64 cents per kilometre travelled over 16,000.

## **1 % PAY STRUCTURE ADJUSTMENT AND MERIT PAY**

The 1 % pay structure adjustment and application of merit pay for eligible employees will be implemented on March 10. The extent to which an employee's pay will be adjusted, will be based on your compa-ratio, (position in salary range), as well as your performance rating. Some employee's salaries will remain the same. You will receive a letter explaining your situation.

*For more information please contact your HR Consultant. For your ongoing reference this document will be posted on the PSC Intranet site <http://iweb.psc.gov.ns.ca/>.*