



Parks Canada Directive on Terms and Conditions of Employment for Certain Excluded and Unrepresented Groups and Levels

Effective Date: June 1, 2024

Parks Canada Directive on Terms and Conditions of Employment for Certain Excluded and Unrepresented Groups and Levels

Title: Parks Canada Directive on Terms and Conditions of Employment for Certain Excluded and Unrepresented Groups and Levels

Approval date: May 10, 2024

Effective date: June 1, 2024

Rescinded document: This directive rescinds Annex A of the 2002 Archived *Terms and Conditions of Employment Policy*.

Contact: Human Resources and Employee Wellness Directorate

Parks Canada:

Réa McKay Vice-President Human Resources and Employee Wellness	Karine Renoux Executive Director Strategic Workplace Management
Intranet Site:	

Review: This directive will be reviewed by the Vice-President, Human Resources and Employee Wellness, every three years, and updated as required.

Amendments:

Change	Date	Approval

Table of Contents

- 1. Effective Date..... 4**
- 2. Authorities 4**
- 3. Objectives and expected results..... 4**
- 4. Requirements 4**
- 5. Application 5**
- 6. References 5**
- 7. Enquiries 5**

- Appendix A: Terms and Conditions of Employment for Certain Excluded and Unrepresented
Groups and Levels – Group I..... 6**

- Appendix B: Terms and Conditions of Employment for Certain Excluded and Unrepresented
Groups and Levels – Group II 7**

- Appendix C: Definitions 9**

1. Effective Date

- 1.1 This directive takes effect on June 1, 2024
- 1.2 This directive rescinds Annex A of the 2002 *Archived Terms and Conditions of Employment Policy*.

2. Authorities

This directive is issued pursuant to the authorities indicated in the [Parks Canada Agency Act](#).

3. Objectives and expected results

- 3.1 The objective of this directive is to ensure accurate, consistent, effective, and equitable administration of the terms and conditions of employment for persons in certain excluded or unrepresented groups and levels.
- 3.2 The expected results of this directive are as follows:
 - 3.2.1 Persons employed in certain excluded or unrepresented groups and levels receive appropriate monetary and non-monetary compensation; and
 - 3.2.2 The terms and conditions of employment are applied in a timely, transparent, consistent, and equitable manner.
- 3.3 Where there is conflict or incompatibility between a provision of the collective agreement and this directive or another policy instrument of Parks Canada specifying terms and conditions of employment, the provisions of this directive take precedence.

4. Requirements

- 4.1 The Vice-President, Human Resources and Employee Wellness, or any other person named by the Chief Executive Officer is responsible for ensuring that employees receive accurate, consistent, and timely administration of their terms and conditions of employment.
- 4.2 Managers are responsible for the following:
 - 4.2.1 Providing employees with information on the terms and conditions of their employment, which are contained in this directive, in the collective agreement, and in other Parks Canada policy instruments; and
 - 4.2.2 Administering the terms and conditions of employment, which are contained in this directive, in the collective agreement, and in other Parks Canada policy instruments.

5. Application

- 5.1 This directive applies to persons appointed to Parks Canada defined in Section 2 of the [Parks Canada Agency Act](#) unless excluded through specific acts, regulations or Orders in Council.
- 5.2 This directive does not apply to members of the Parks Canada Executive Group as they are subject to the [Parks Canada Policy on the Management of Executives](#), nor does this apply to students, as they are subject to their own terms and conditions of employment.

6. References

Other relevant legislation/regulations

- [Federal Public Sector Labour Relations Act](#)
- [Financial Administration Act](#)
- [Public Service Employment Act, Part 7](#)

7. Enquiries

Please direct enquiries about this directive to your respective Labour Relations Advisors.

Appendix A: Terms and Conditions of Employment for Certain Excluded and Unrepresented Groups and Levels – Group I

A.1 Group I

Group I consists of certain employees who occupy positions in the following job groups and levels.

Job group	Level
Computer Systems	CS-05

A.2 Hours of work

The standard hours of work for Group I employees are normally 7.5 hours per day, 37.5 hours per week, but the nature of the work requires flexibility in arrival and departure times.

A.3 Compensation related to hours of work

Group I employees are not entitled to payment for overtime, call-back, standby duty, travel time, or to reporting pay, shift premiums or any other form of compensation that is dependent on a person completing a specified number of hours in a normal work week.

A.4 Management leave

Group I employees who are required by management to work excessive hours, or who are required to work or travel on a day of rest or on a holiday, may be granted management leave by the responsible manager as considered appropriate.

A.5 Advance of sick leave credits

When a Group I employee does not have sufficient sick leave credits to cover a period of illness or injury, the responsible manager may advance up to 13 weeks of sick leave credits. Any advanced leave credits will be deducted from any sick leave credits that the employee subsequently earns.

Appendix B: Terms and Conditions of Employment for Certain Excluded and Unrepresented Groups and Levels – Group II

B.1 Group II

Group II consists of certain employees in positions in the following job groups and levels.

Job group	Level
Administrative Services	AS-07, AS-08
Financial Management	FI-04
Information Services	IS-06
Personnel Administration	PE-06
Purchasing and Supply	PG-06
Program Administration	PM-07

B.2 Hours of work

The standard hours of work for Group II employees are normally 7.5 hours per day, 37.5 hours per week, but the nature of the work requires flexibility in arrival and departure times.

B.3 Compensation related to hours of work

Group II employees are not entitled to payment for overtime, call-back, standby duty, travel time, or to reporting pay, shift premiums or any other form of compensation that is dependent on a person completing a specified number of hours in a normal work week.

B.4 Management leave

Group II employees who are required by management to work excessive hours, or who are required to work or travel on a day of rest or on a holiday, may be granted management leave by the responsible manager as considered appropriate.

B.5 Advance of sick leave credits

When a Group II employee does not have sufficient sick leave credits to cover a period of illness or injury, the responsible manager may advance up to 13 weeks of sick leave credits. Any advanced leave credits will be deducted from any sick leave credits that the employee subsequently earns.

B.6 Performance pay

Group II employees are eligible for performance pay pursuant to the *Directive on Performance Pay Administration for Certain Senior Excluded and Unrepresented Groups and Levels*.

Appendix C: Definitions

Definitions to be used in the interpretation of this directive can also be found in Parks Canada's [Directive on Terms and Conditions of Employment](#).

Excluded employee (*employé exclu*)

A person who occupies a position that has been identified by the employer in accordance with the [Federal Public Sector Labour Relations Act](#) as not being represented by a bargaining agent because of the nature of the duties of the position.

Excluded position (*poste exclu*)

A position identified by the employer in accordance with the [Federal Public Sector Labour Relations Act](#) as not being represented by a bargaining agent because of the nature of the duties of the position.

Management leave (*congé de direction*)

Leave with pay granted by the delegated manager to compensate an employee who is exempt from overtime payment but is required by management to work excessive hours or work/travel on a day of rest or on a holiday.

Manager (*gestionnaire*)

For purposes of the *Directive on Terms and Conditions of Employment for Unrepresented and Excluded Employees*, the term "manager" is understood to mean "people manager," defined as: an employee who is accountable for exercising delegated human resources authority (i.e., staffing and/or labour relations delegation). In addition to ensuring business results are delivered and overall management functions are carried out, a manager leads people, recognizes and rewards achievement, manages performance, develops people, manages change, and promotes corporate values, ethics, and culture of the organization.

Unrepresented employee (*employé non représenté*)

A person appointed to a position that is not represented by a bargaining agent.

Unrepresented group (*groupe non représenté*)

An occupational group or sub-group that is not represented by a bargaining agent.