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INTRODUCTION

PURPOSE

1. This Manual was prepared for the use of managers and human resource staff. It is a central information resource, bringing together, for ease of reference, material from existing human resource policies, guidelines, regulations and legislation including the *Nunavut Public Service Act* and the Nunavut Land Claims Agreement. The information compiled in the Manual will, in most cases, allow staff to obtain, from a single source, all the information needed for decision-making, without the requirement to analyze material from several documents. For example, the authorities for human resource management topics such as employee discipline are contained in the *Nunavut Public Service Act*, the regulations which support that *Act*, and two collective agreements. Where there are additional information resources such as those from outside benefit carriers, these documents will be referred to in this Manual. The information in this Manual will not contradict the fundamental authorities contained in policy or legislation.

If further clarification of roles is necessary, please consult the Delegation of Authority chart for the respective Department.

PRINCIPLES

2. The Government is committed to the ethical management of a public service that provides the highest quality of programs and services to Nunavummiut.
3. The Government of Nunavut was created as a result of the Nunavut Land Claims Agreement. Article 23 of the Agreement contains provisions that bind the Government to achieving representative levels of Inuit employment in the Government's workforce. Existing human resource management practices will conform to the requirements of Pinasuaqtavut and will reflect Inuit societal values in the core Inuit Qaujimajatugangit (I.Q.) principles in the operation of the public service. All future policies and practices will also take this need into account.

Core Principles

- **Pijitsirniq.** The concept of serving (a purpose or community) and providing for (family and/or community);

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- **Aajiiqatigiingniq.** The Inuit way of decision-making; comparing views and taking counsel;
- **Pilimmaksarniq.** The passing on of knowledge and skills through observation, doing and practice;
- **Piliriqatigiingniq.** The concept of collaborative working relationships or working together for a common purpose;
- **Avatittinnik Kamattiarniq.** The concept of environmental stewardship; understanding that the human community is part of the greater earth or land community;
- **Qanuqtuurniq.** The concept of being resourceful to solve problems and seeking solutions;
- **Tunnganarniq.** Fostering good spirit by being open, accepting and inclusive;
- **Ikpigusuttiarniq.** Caring for others; taking their situations and who they are into account;
- **Inuuqatigiitsiarniq.** Respect for others and treating all equally are practices the elders have always stressed in their words of advice (uqaujjuusiat). Government practices should promote impartiality.

APPLICATION

4. This Manual applies to all departments and public agencies of the Government of Nunavut listed in Appendix A and B of the *Financial Administration Act*. The QEC will use the Manual in those areas where it has not established its own policies and procedures and where it has so been directed. The Northwest Territories/Nunavut Workers Compensation Board is excluded.
5. Each section of the Manual will identify employment categories to which the section applies.

DEFINITIONS

6. Wherever definitions of commonly used terms are necessary, each section of the Manual will contain a section defining the appropriate terms.

	
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A glossary of definitions is also appended to this Manual. A number of commonly used definitions include:

- **Bargaining Unit** means a unit of employees established by subsection 41(1.4) for the purpose of collective bargaining;
- **Collective Agreement** means an agreement in writing between the Minister of Human Resources and an employees' association respecting terms and conditions of employment and related matters, including any award made by an arbitrator;
- **Employees' Association** means an association of public service employees incorporated by an Act empowering it to bargain collectively. The two major associations representing Nunavut Government employees are the Nunavut Employees' Union and the Nunavut Teachers Association;
- **The Employer** means the Government of Nunavut;
- **Excluded Employees** means an employee who is not eligible for membership in a bargaining unit for a variety of reasons as outlined in subsection 41(1.7) of the *Nunavut Public Service Act*;
- **Department** means a division of the public service established by statute or designated as a department by the Commissioner in Executive Council on the recommendation of the Premier;
- **Deputy Head** means the Deputy Minister of a department or the chief executive officer of a Government board or agency. Where there is no chief executive officer, the Minister may designate a person deputy head for purposes of the *Nunavut Public Service Act*;
- **Deputy Minister** means the non-elected head of a department. Where the position is vacant, a person is designated by the Minister to act as the Deputy Minister;
- **Minister** means a member of the Executive Council who is responsible for the *Nunavut Public Service Act*, designated Minister under the *Legislative Assembly and Executive Council Act*;

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- **Public Service** means positions in or under any department or other portion of the public service specified in Schedule A of the *Nunavut Public Service Act*.
- **Senior Manager** is an employee who is responsible for planning, organizing, directing and controlling the use of persons, material and money; and whose pay is determined according to the provisions of the senior management salary grid.

AUTHORITIES AND REFERENCES

7. The *Nunavut Public Service Act* and Regulations give the Minister of Human Resources the power and authority to manage and direct the public service.
8. The Manual will show the reference sources used in the preparation of each chapter as well as the sources of authority for chapter content. Common sources of authority include:
 - *The Nunavut Public Service Act*
 - *The Regulations pursuant to the Nunavut Public Service Act*
 - *The Education Act*
 - *The Nunavut Land Claims Agreement – Article 23*
 - *The Collective Agreement with the Union of Nunavut Employees*
 - *The Collective Agreement with the Nunavut Teachers Association*
 - *Senior Managers’ and Excluded Employees’ Handbooks*

CONTACTS

9. This Manual has been published by the Policy and Planning Division of the Department of Human Resources. Questions about the Manual and its administration may be directed to

Director Policy and Planning
Department of Human Resources
Iqaluit, Nunavut
975-6206

10. Each section of the Manual will refer the reader to a specific contact point within the Department of Human Resources for further information or clarification. Subject specialists will be pleased to answer any questions.