



Fact Sheet – HR Considerations – Onboarding New Exempt Staff Members

October 2019

After a Minister is Sworn-In as a New Minister

- The minister becomes a new minister the day of the swearing-in ceremony.
- A minister can sign letters of offer after being sworn-in.
- The names, titles, and hours of work of new hires must be reported to the Office of the Conflict of Interest and Ethics Commissioner.
- A minister configures their exempt staff complement, as per the Exempt Staff Position Structure in Appendix A of the *Policies for Ministers' Offices* (Policies), within their budget to suit the demands of their portfolio.

Letters of Offer*

- Position titles reflect those found in the Appendix A of the Policies.
- Salaries are in accordance with the Exempt Staff Position Structure of the Policies. For rehired exempt staff members, salary remains the same unless promoted to a more senior position.
- Liabilities, at the minister's discretion, for severance pay, vacation leave entitlements and sick leave credits, are accepted in writing and stated in the letter of offer.
- Relocation benefits for EX-02 salary equivalent and above, at the discretion of the minister, are stated in the letter of offer.

Security Requirements

- Secret (Level II) security clearance is mandatory, **prior to appointment**, for all individuals working in or for the office of a minister.
- Exempt staff members must comply with safeguarding of government information and assets.
- Exempt staff members should receive a security briefing from the Departmental Chief Security Officer.

Exempt Staff Members are Subject to:

- *Conflict of Interest Act*
- *Open and Accountable Government*
- Annex A - Ethical and Political Activity Guidelines for Public Office Holders
- Annex I – Code of Conduct for Ministerial Exempt Staff
- **post-employment**, exempt staff members are subject to the *Lobbying Act*
- other applicable policies and guidelines

*An exempt staff member accepting employment with the **same** minister, in the **same** portfolio, does not require a new letter of offer. If accepting employment with the **same** minister in a **new** portfolio, a new letter of offer is required.

Exempt Staff Members' Plans and Benefits Eligibility

Compulsory plans

- All exempt staff members:
- Employment Insurance plan
 - Provincial health insurance plans
 - Canada or Québec pension plans

- Subject to eligibility of each plan:
- Public service superannuation plan
 - Supplementary Death Benefit
 - Long-term Disability insurance
 - Public Service Dental Care Plan

Automatic plans (government-paid)

- Public Service Management Insurance Plan
- Public Service Health Care Plan

Detailed information on terms and conditions of employment linked to these plans, enrollment and assistance in administering them, can be obtained from departmental human resources offices.

Optional plans (member-paid)

- Public Service Health Care Plan - Extended Health Provision for exempt staff whose salary maximums are equivalent to the CPA groups and levels.
- Additional life insurance for exempt staff members whose salary range is equivalent to the Public Service EX occupational group.

Leave entitlement

- Vacation leave
- Statutory holidays
- Sick leave
- Management leave
- Bereavement leave
- Family-related leave
- Maternity/Parental leave
- Election leave
- Leave without pay

Record Keeping and Management of Information

Government Records

Minister's office should store Government records separately and return them as soon as no longer required.

Ministerial Records

Minister's office must ensure that ministerial records can be differentiated from Government Records.

Personal and Political Records

Minister's office is responsible to identify which records may be suitable for future donation to Library and Archives Canada.

Cabinet Documents

Minister's office ensures that Cabinet Documents are safeguarded as per the security requirements set by PCO.

Proactive Publication

Ministers, Parliamentary Secretaries and exempt staff members must disclose all expenses for travel, hospitality and contracts over \$10,000, amendments which increase the value of contracts to over \$10,000, and amendments over \$10,000.

For guidance on management of information, contact your departmental contact responsible for managing records and information holdings.

Useful Resources

- [Policies for Ministers' Offices](#)
- [Guidelines on the Conduct of Ministers, Ministers of State, Exempt Staff and Public Servants During an Election](#)
- [Open and Accountable Government, 2015](#), Annex I, Code of Conduct for Ministerial Exempt Staff
- [Guidelines on Managing Records in a Minister's Office](#)