

Civil Service Commission Board

Board Members

Chairperson (part-time)

Robert Pruden, Winnipeg

Civil Service Commissioner

Charlene Paquin, Winnipeg +

Board Members (part-time)

Russell Malkoske, Winnipeg

Brian Stewart, Selkirk

Yvonne Pompana, Winnipeg

+ Civil Servant

Mandate:

The Civil Service Commission Board applies and carries out those provisions of *The Civil Service Act* for which it is responsible. They include delegating to staff of the Commission and departments, authority to administer provisions of *The Civil Service Act*; advising the Minister Responsible on the status of human resource management in Government; ensuring, through the Deputy Head, the civil service policies and programs for which it is responsible are administered in accordance with the provisions of *The Civil Service Act*. In its quasi-judicial function, the Board acts as an appeal tribunal under the provisions of *The Civil Service Act*, regulations, and collective agreements.

The Commission may make recommendations to the Minister responsible on human resource management administration in government and for each fiscal year submits to the Minister a report on the activities of the Commission and administration of *The Civil Service Act*.

Authority:

The Civil Service Act

Responsibilities:

- Advise and inform the Minister Responsible on matters pertaining to human resource management administration in government.
- Approval of staffing policy and delegation of recruitment and selection authority to deputy ministers and the human resource community under provisions of *The Civil Service Act*.
- Ongoing monitoring, evaluation and support to the implementation of employment equity action across the government service.
- Provision of an independent quasi-judicial appeal function for employees under *The Civil Service Act*, regulations and applicable collective agreements.

- Ensure consistent and equitable treatment of all matters within the jurisdiction of the Commission Board.
- Ensure the maintenance and revision of policy authorities and delegations of Commission authorities.
- Develop and maintain comprehensive Regulations Respecting Conditions of Employment under *The Civil Service Act*, within the scope of the Commission Board's jurisdiction.
- Review and approval of the Annual Report of the Civil Service Commission.

Membership:

Chair. The Civil Service Commissioner is a member but does not participate in appeal hearings. Three members may constitute a quorum for any business of the commission.

Length of Terms:

Term is indefinite. Section 4(5) of The Civil Service Act provides board members shall hold office during good behaviour (vs. "at pleasure"), and the Lieutenant Governor in Council may remove a member only by a 2/3 vote of the Legislature.

Desirable Experience:

Must be a private citizen with flexible work hours. Citizen members traditionally have been recruited from the private sector. The appeal board is primarily composed of lay persons who participate in a facilitative decision-making process. Training in quasi-judicial and arbitral procedures is provided through the Secretary and Commission legal counsel. Independence and decision-making are requirements of the member's role. The Commission Board also provides advice to the Minister Responsible on human resource management in government.

Currently the Commission Board has representatives from the employment equity designated groups.

Time Commitment:

Members must be available to attend appeal hearings which normally are 2 to 3 days in duration from 9:30 a.m. to 6:00 p.m. each day.

Meetings:

Frequency: Meets approximately 8 times per year for administrative purposes. Members also sit on 3-person appeal panels, as needed.

Duration: Hearings are 2 - 3 days in duration held from 9:30 am to 6:00 pm

Remuneration:

Chair: \$191.00 per half day
\$336.00 per full day

Members: \$109.00 per half day
\$192.00 per full day