



Public Service
Commission

2024-2025

ANNUAL REPORT



Respect • Integrity • Accountability • Excellence

SHAPE THE
Future

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Message from the Chief Executive Officer

On behalf of the Public Service Commission, I am pleased to present the Minister of Finance, Hon. Jill Burridge, Mr. Carl Lafford, Chair of the Public Service Commission, and Prince Edward Islanders, with the 2024-2025 Annual Report for the Public Service Commission (PSC) of Prince Edward Island. As an independent and impartial agency, PSC provides leadership in the areas of human resources, management, and administration; our team supports the people who create and provide the programs and services Islanders rely on.



We have made great progress towards our [People Strategy for 2023-2026](#) goals, which shape how we work at the PSC and how we support the civil service. As we look ahead to an exciting future, our services are undergoing transformative changes that will allow us to meet new challenges and seize opportunities. A major milestone in this journey is the launch and the implementation of GPEI's enterprise-wide Applicant Tracking System, modernizing recruitment, streamlining administration, and enhancing candidate experience. With this, we have created new programs and continue to make improvements to existing ones.

The public service celebrates diversity and strives to create a workplace where everyone feels valued and respected. At the PSC, we are committed to fostering environments where individuals can grow, explore their strengths, and thrive in their careers. We remain dedicated to supporting our staff as they continue delivering meaningful work that makes a difference for Islanders.

Respectfully submitted,

A handwritten signature in blue ink that reads "Tanya Rowell".

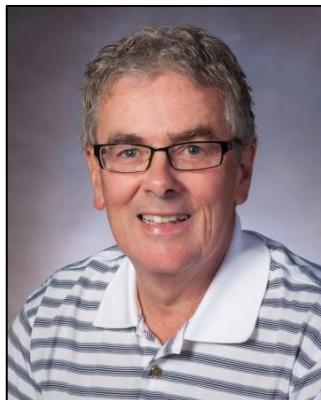
Tanya Rowell

PEI Public Service Commission

PEI Public Service Commission Board Members



Carl Lafford (Chair) is a retired federal government employee. His work experience over the years spans from labourer, consultant to manager. He has been a volunteer and an active member of the Island community. His appointment to the PEI Public Service Commission Board was effective February 2013. Carl is married with two adult children and resides in Charlottetown, PEI.



Bobby Kenny retired from the provincial civil service in 2011 after thirty-seven years of service. His experience included positions as a property assessor and staffing officer, along with management positions in tax administration and human resources. He is currently an active participant on a number of provincial and federal boards. His appointment to the Public Service Commission Board was effective October 2012. Bobby is married with one daughter and resides in Charlottetown, PEI.



Judy Turpin began her career in government as a Licensed Practical Nurse working at Hillsborough Hospital, Dr. Eric Found Centre and the Queen Elizabeth Hospital. After completing Holland College Office Studies and UPEI Public Administration Program, she began to explore further government positions working in Hospital and Health Services and in the Department of Justice. For many years Judy was actively involved in many aspects of UPSE, including the position of First Vice President. Her appointment to the PEI Public Service Commission Board was effective October 2023. Judy lives in Cornwall with her husband, David.

PSC Overview and Mandate

The PEI Public Service Commission (PSC) is an independent and impartial agency established by the *Civil Service Act*. The purpose of the PSC is to:

- Maintain a professional, independent, ethical and efficient civil service
- Foster the development of a Public Service that is representative of the province's diversity
- Facilitate quality services to the public which are responsive and flexible to their needs
- Encourage accountability, innovation and professional development for employees
- Foster a constructive working relationship among government, its employees and their representatives

The PSC provides human resource leadership and services that support performance excellence and help build the capacity of the civil service to deliver government programs and services. Through the *Civil Service Act*, the PSC is mandated to provide advice, assistance, programs and services in the following areas:

- Human resource management and planning
- Employer/employee relations
- Employee and organization learning and development (including French language training and diversity and inclusion programs)
- Human resource processes and systems (including staffing, classification, and payroll administration)
- Human resource legislation, policies and collective agreements
- Employee health, safety and well-being

The PSC supports the growth of our province and promotes workplaces where employees are inspired to make a positive impact and proud to shape the future of our Island community. We fulfill this mandate by working with commitment to deliver services, which are effective and efficient for government departments and our Island community.

Civil Service Establishment as of March 31, 2025

Department/Agency	Executive Division		Classified Division						Casual Division		All Divisions	
	Employees						Vacant Positions			Total	Total	
	Total	FT	EXL FT	PT	EXL PT	Total	FT	PT	Total			
Agriculture	1	75	9	7	0	91	13	4	17	15	124	
Cannabis Management Corporation	0	33	1	18	0	52	7	6	13	29	94	
Economic Development, Innovation, and Trade	1	10	2	0	0	12	4	0	4	1	18	
Education and Early Years	2	124	18	19	0	161	12	2	14	46	223	
Employment Development Agency	0	2	0	0	0	2	0	1	1	0	3	
Environment, Energy and Climate Action	3	98	17	10	0	125	33	3	36	64	228	
Executive Council	7	14	44	0	0	58	16	0	16	12	93	
Finance	1	66	32	1	1	100	11	0	11	10	122	
Fisheries, Tourism, Sport and Culture	1	42	6	5	0	53	9	4	13	16	83	
Health and Wellness	4	70	35	0	0	105	29	0	29	30	168	
Housing, Land and Communities	2	128	18	2	1	149	24	2	26	58	235	
Justice and Public Safety	1	317	81	36	2	436	40	6	46	138	621	
Liquor Control Commission	1	115	7	49	0	171	27	4	31	96	299	
Public Service Commission	1	13	93	0	3	109	5	0	5	12	127	
Social Development and Seniors	2	323	42	32	0	397	65	11	76	128	603	
Tourism PEI	1	30	7	42	0	79	5	18	23	107	210	
Transportation and Infrastructure	2	367	37	127	1	532	86	95	181	230	945	
Treasury Board	1	263	63	0	0	326	62	0	62	61	450	
Women's Secretariat	0	6	1	0	0	7	0	0	0	3	10	
Workforce, Advanced Learning and Population	1	58	10	2	0	70	15	1	16	24	111	
Total March 31, 2025	32	2154	523	350	8	3035	463	157	620	1080	4767	
Total March 31, 2024	34	2072	460	341	4	2877	475	153	628	1082	4621	
Difference	-2	82	63	9	4	158	-12	4	-8	-2	146	

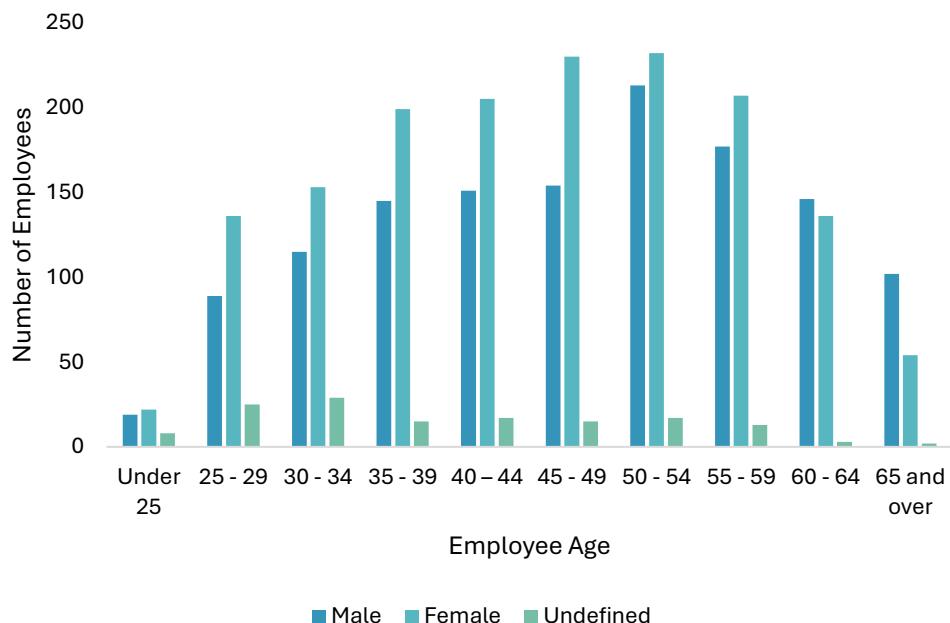
* FT = Full-time EXL FT = Excluded Full-Time PT = Part-Time EXL PT = Excluded Part-Time

Civil Service Establishment – Breakdown of Demographics

Age Profile

Classified Division: Full-time and Part-time (As of March 31st, 2025)

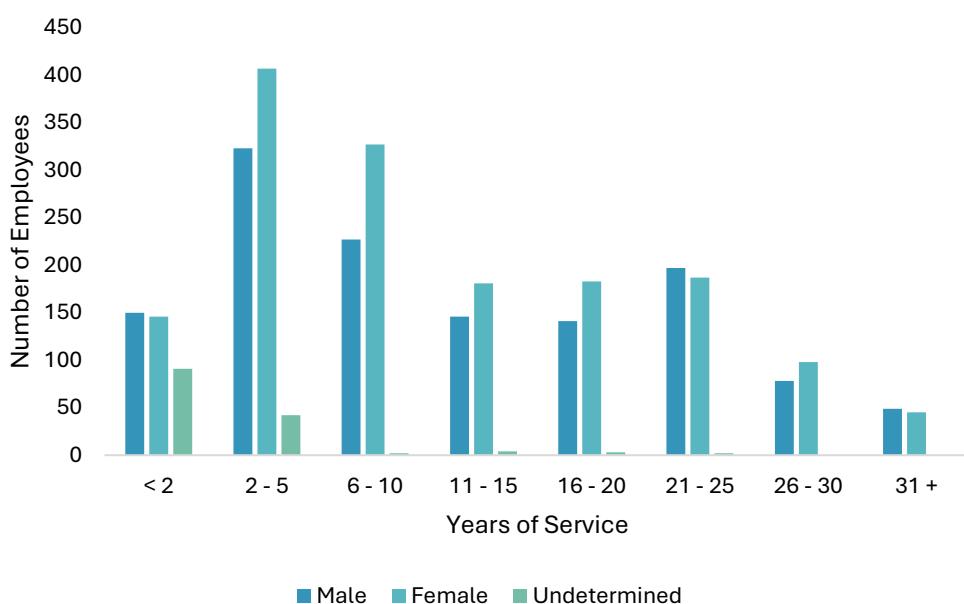
Average Age: (M) 48.3, (F) 46.2, (U) 40.3



Length of Service Profile

Classified Division: Full-time and Part-time (As of March 31st, 2025)

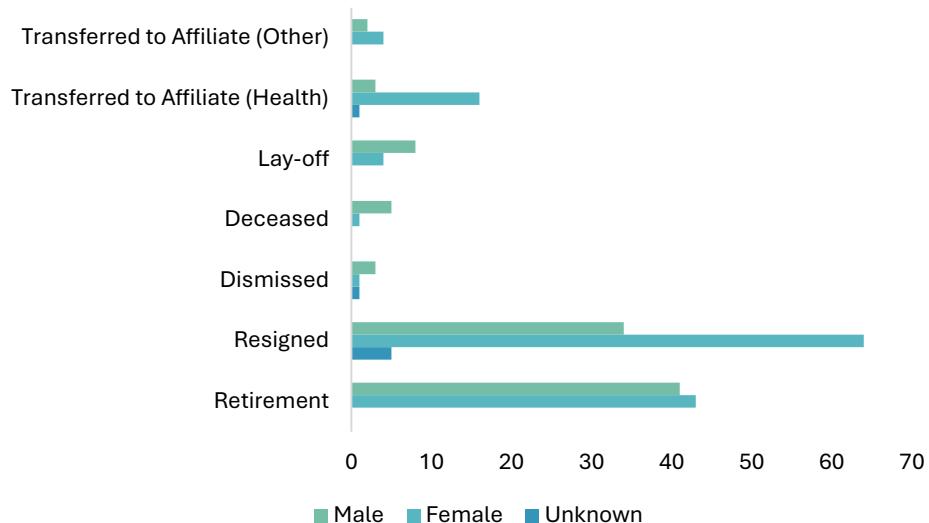
Average Length of Service: (M) 12.6, (F) 12.0, (U) 2.7



Sepations

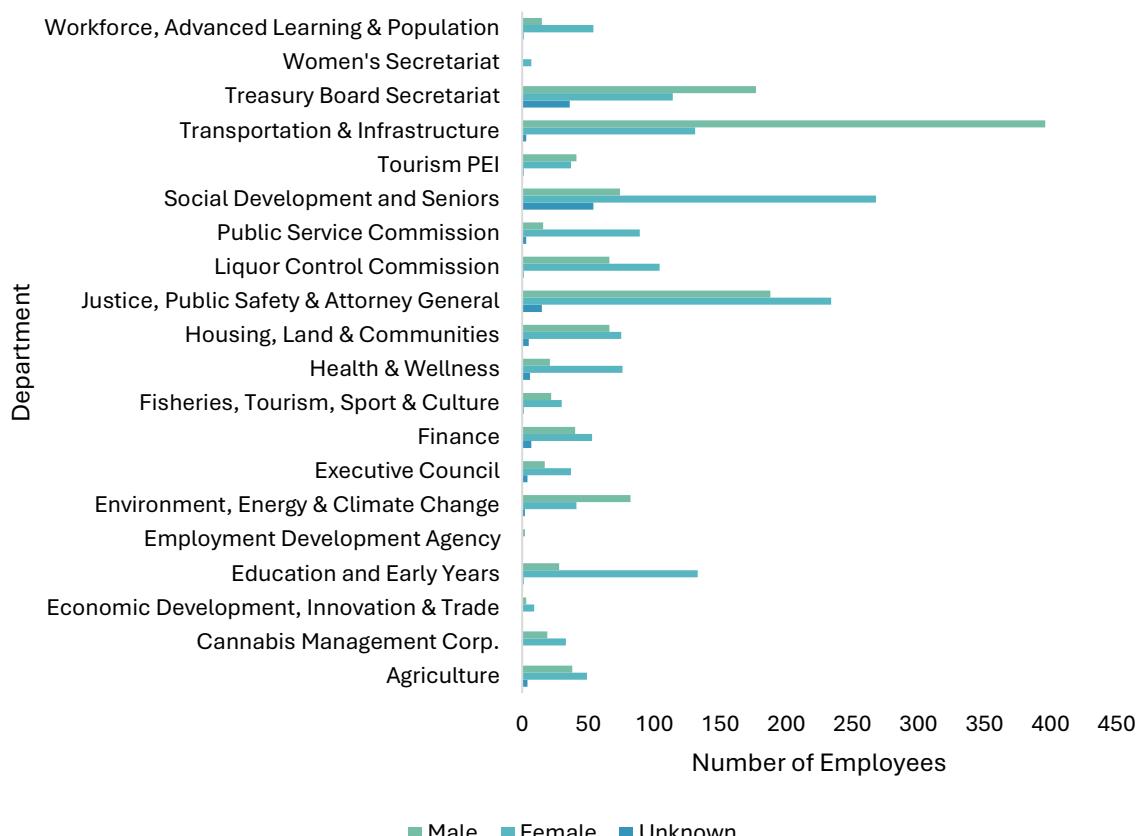
Classified Division: Full-time and Part-time (As of March 31st, 2025)

*Employees terminated while on LTD or WCB are included in lay-off category



Department Profile

Classified Division: Full-time and Part-time (As of March 31st, 2025)



Strategic Direction

Vision	<i>Human Resource Excellence in Public Service</i>			
Mission	<p><i>Working as professional and strategic human resources partner with the public service to provide safe, healthy, engaging, productive and inclusive work environments that promote learning, diversity, collaboration, innovation and responsiveness to successfully deliver excellence in human resources services benefitting our Island community.</i></p>			
Values	Respect <i>I practice acceptance, civility, fairness and inclusion</i>	Integrity <i>I do my work in a non-partisan, honest, open and fair way</i>	Accountability <i>I am responsible for performing quality work and decisions</i>	Excellence <i>I provide high levels of accuracy, proficiency, and knowledge in my work</i>
Goals	Employee Well-being – Create Healthy, Safe, Inclusive and Engaging Workplaces	Enhance Employee Experience Through Developing Our People and Inclusive Leaders	Lead Innovative Human Resource Planning and Talent Management	Drive Transformation in the Public Service Through Modernization and Innovations
Key Actions	Foster Safe Workplaces Support Employee Well-Being and Counseling Treatment Champion the Implementation of the Diversity and Inclusion Strategy Model Best Practices in Employee Engagement	Provide an Excellent Employee Experience in Learning and Development Accelerate Leadership Development Inspire Learning with a Focus on Equity, Diversity and Inclusion Champion Language Training Opportunities	Implement Consistent and Real-Time Human Resource Planning Position the Civil Service as an Employer of Choice Encourage, Grow and Manage Talent Pools Innovate Talent Acquisition Practices	Promote Client-Centric Processes and Use Digital by Design to Promote Efficiencies Automate Human Resource Processes to Generate Efficiencies Improve Policy, Practices, and Processes Ensure Accountability and Effective System and Resource Management

Values

Values are integral to our activities and relationships as civil servants with the Island community and one another in the workplace.

Respect – Integrity – Accountability – Excellence

Respect – The attitude of acceptance, civility and inclusion.

As an employee of the Prince Edward Island Civil Service, I respect the citizens of my province and my civil service colleagues. I show respect for others in how I do my work every day by being considerate, civil, and inclusive.

Integrity – The quality of being non-partisan, honest, open and fair.

As an employee of the Prince Edward Island Civil Service, I am committed to doing my work in a non-partisan, honest, open and fair way.

Accountability – The practice of being responsible, transparent, and willing to accept responsibility or to account for one's actions.

As an employee of the Prince Edward Island Civil Service, I am responsible for my decisions and the quality of my work every day. I am able and willing to explain my work decisions, behavior and performance.

Excellence – The aspiration to provide high levels of accuracy, proficiency and knowledge in performing our work and in delivering services to the public.

As an employee of the Prince Edward Island Civil Service, I am committed to using my knowledge and experience to provide high quality service and products to the citizens of our province as well as my colleagues within the Public Service.

Year in Review

This section showcases progress toward the People Strategy's strategic goals. Highlights include key accomplishments and client stories featured throughout the Annual Report, demonstrating how the public service collaborates to deliver solutions and strengthen communities. The PSC's achievements over the past fiscal year include the following milestones:

- Implemented GPEI's enterprise-wide [Applicant Tracking System](#) across civil and education sectors, modernizing talent acquisition and enhancing administrative effectiveness, candidate reach and the overall candidate experience.
- Continued strong uptake in unionized and excluded [Development and Training Funds](#), with nearly 100 more applications submitted this year.
- Developed and launched the [Executive Leadership Accelerator Program](#).
- The [Employee Assistance Program](#) maintained steady client service and referrals, highlighting its continued importance as a trusted and essential support service for civil servants.
- The [Respect Matters](#) campaign was initiated with the release of the [Respectful Workplace Policy](#) in February 2025.
- Continual process refinement enabled the classification team to maintain a high completion rate, and turnaround times improved for both vacant and encumbered positions across civil and health sectors.
- The number of applicants in the civil (↑35%) and health (↑31%) sectors experienced overwhelming growth in the last fiscal year. This marks four years of continued growth, largely attributed to the concentrated recruitment efforts.
- The number of staffing appointments over five years in civil (~↑10%) and health (~↑6%) sectors continued to see average annual increases, following years of exponential growth.
- The [GPEI Internship Program](#) continued with its second cohort, who benefited from structured onboarding, professional development, and peer support.
- The [French Language Training Incentive Program](#) continued with two incentive pathways while payments rose by 90% from last fiscal year.
- Completed data collection for the [2023–2024 Public Service Commission Diversity and Inclusion Progress Report](#), highlighting many exciting inclusive practices.
- The Human Resource and Labour Relations team worked with departments and partners on union issues, finalizing three public service agreements in the health and education sectors and continuing negotiations in one other Health agreement.

Goals

Each strategic goal is aligned with indicators showing progress or areas where enhancements may be required. Indicators are monitored consistently and measured for performance against the four strategic goals.

Goal #1 - Retention

Employee Well-being – Create Healthy, Safe, Inclusive and Engaging Workplaces

- Foster Safe Workplaces
- Support Employee Well-Being and Counseling Treatment
- Champion the Implementation of the Diversity and Inclusion Strategy
- Model Best Practices in Employee Engagement

Goal #2 – Development

Enhance Employee Experience Through Developing Our People and Inclusive Leaders

- Provide an Excellent Employee Experience in Learning and Development
- Accelerate Leadership Development
- Inspire Learning with a Focus on Equity, Diversity and Inclusion
- Champion Language Training Opportunities

Goal #3 – Talent Acquisition

Lead Innovative Human Resource Planning and Talent Management

- Implement Consistent and Real-Time Human Resource Planning
- Position the Civil Service as an Employer of Choice
- Encourage, Grow and Manage Talent Pools
- Innovate Talent Acquisition Practices

Goal #4 – Modernization

Drive Transformation in the Public Service Through Modernization and Innovation

- Promote Client-Centric Processes and Use Digital by Design to Promote Efficiencies
- Automate Human Resource Processes to Generate Efficiencies
- Improve Policy, Practices, and Processes
- Ensure Accountability and Effective System and Resource Management

Goal 1: Employee Well-being – Create Healthy, Safe, Inclusive and Engaging Workplaces

Strategic Priorities: Highlights of Accomplishments

Foster Safe Workplaces

- Released a [Respectful Workplace Policy](#) in February 2025, and the [Respect Matters](#) campaign developments were initiated. Respectful Workplace related training was developed for in person or virtual/ online training.
- Conducted a five-year fiscal review (2019/2020–2023/2024) of Workers' Compensation Board (WCB) claims. The analysis revealed a consistent downward trend in the number of accepted claims, culminating in the lowest figure over the review period.
- WCB claims for the 2024-2025 year saw an increase to 116 total accepted claims and 7314 days lost, which is the highest days lost over the past 3 fiscal years. Strain, sprain and tear injuries represented 68% of WCB claims in 2024-2025, up from 50% of claims in 2023-2024.
- Completed 29 ergonomic assessments and provided recommendations to setup workstations safely and ergonomically correct, and to accommodate employees.
- Increased communication on safety related topics, educational opportunities and resources.
- Corporate Occupational Health and Safety Statistics for the previous fiscal year include:

• Training	917	• Hearing Tests	974
• Workplace Inspections	18	• Ergonomic Assessments	29
• Indoor Air Quality Tests	9	• WCB Claims	116
• Noise Level Testing	2	• LTD Claims Approved	10

Support Employee Well-Being and Counseling Treatment

- Sent out a *You Matter* communication to all civil service employees to recognize *Bell Let's Talk Day* and to promote the *You Matter* resources available to support employee mental health and well-being.
- In alignment with the [You Matter](#) campaign, a [Respect Matters](#) campaign was initiated with the release of the [Respectful Workplace Policy](#).
- The [Employee Assistance Program](#) (EAP) team served 1240 clients and completed 1921 counselling hours and also posted a new EAP Newsletter on the website quarterly with a focus on diversity and inclusion including links to helpful resources, information, and wellness strategies.

Champion the Implementation of the Diversity and Inclusion Strategy

- Completed data collection for the 2023–2024 Public Service Commission Diversity and Inclusion Progress Report, in alignment with enhanced measurement practices for the [Diversity and Inclusion Strategy 2022-2025](#) through a feedback mechanism to support annual reporting.
- Empowered employees to contribute to a more inclusive and welcoming workplace by creating opportunities for them to share feedback and innovative ideas.
- Identified innovative EDI practices, support services and guidelines as outlined in the strategy.

Model Best Practices in Employee Engagement

- Departments initiated action plans to address high priority areas in employee engagement.
- Presented five awards during [Public Service Week](#) to recognize the outstanding accomplishments of public servants (Premier's Excellence in Leadership Award, Premier's Leadership Award for Diversity and Inclusion in the Public Service, Departmental Innovation Award, Douglas MacMaster Memorial Occupational Health and Safety Award, and Engagement and Collaboration Award). Along with long-term service awards for 183 employees.
- PEI chaired the Engagement and Analytics IJ committee and will be using the results of the model review to inform its next employee engagement survey in 2026.

IEAT Establishment and Engagement Model Review:

The Inter-jurisdictional Engagement Analytics Team (IEAT) was established through the PSC Commissioners. IEAT began work on the engagement survey model review, including alignment with OECD engagement definitions across 21 countries.

Prince Edward Island Employee Engagement Survey History:

The PEI Employee Engagement (EE) Survey was administered in 2008, 2010, 2012, 2015, and 2018. In 2020, GPEI began to conduct three pulse surveys:

- Mental Health and Wellness (June 2021)
- Equity, Diversity and Inclusion (June 2022)
- Leadership and Flexibility (February 2023)

The combined results of these surveys create the Employee Engagement Index for PEI. Results were shared with departments and each department is implementing actions to respond to their own individual results.

The next survey is anticipated to be conducted in 2026.

Corporate Highlights from 2023 Survey:

- Highest ever response rate at 70%.
- PEI Employee Engagement Index at 68%, 3% higher than national average.
- Organizational engagement is slightly higher than national average.
- Insights into organizational engagement, age and years of service demographics, impact of diversity, and flexibility on engagement levels.

Strategic Performance / Progress Indicators

Progress Indicators	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
1. Percentage of employees who agree that they have support at work to balance work and personal life.	***	71%	***	***	***
2. Average Leave Utilization Rates (Days)	7.28	9.15	9.42	8.64	9.15
a. Sick Leave – Unpaid *	0.1	0.13	0.16	0.22	0.25
b. Sick Leave – Paid (including Medical Appointments) *	6.27	7.99	8.22	7.35	7.7
Special Leave	c. Serious Illness in Family (Art. 24.14b)	0.03	0.04	0.03	0.04
	d. Illness in Family (Doctor's Statement)	0.01	0.01	0.01	0.01
	e. Illness in Family (Art. 24.13 (a)(1))	0.59	0.67	0.69	0.79
	f. Travel Family Medical (Art. 24.13(a)(2))	0.28	0.31	0.30	0.33
	3. Usage of the Employee Assistance Program	13%	14%	11%	12%
	4. Number of Days Lost to Workers Compensation Board Claims **	6257	4630	4555	5328
5. Number of Workers Compensation Board Claims **	111	110	122	101	116
* Numbers are based on 3541 employees who were enrolled in a sick leave plan on March 31, 2025, with a total of 32,415.43 sick days (unpaid and paid sick and special leave)					
** Revisions to WCB reporting methodology were established in 2024 to more accurately reflect the number of days lost due to WCB claims and applied to 20/21 fiscal year forward.					

2025 Douglas MacMaster Memorial Occupational Health and Safety Award

*Department of Social Development and Seniors' Workplace Violence Prevention
Committee for Group Homes*



(Left to Right) Mike Gaudet, Wendell MacMaster, Premier Lantz, Lynda MacMaster, Gordon Burhoe

The Douglas MacMaster Memorial Occupational Health and Safety (OHS) Award is designed to celebrate individual or team achievements by government employees in promoting and developing health and safety. The award honours the work of Doug MacMaster, a long-serving employee of the provincial forestry program. Mr. MacMaster was a Forest Safety Supervisor who taught safety courses and made great strides to improve worker safety in our forest industry. Sadly, he passed away in 2004, and in his memory, we honour others who also contribute significantly to developing safer workplaces on PEI.

The recipient of this year's award is the **Workplace Violence Prevention Committee for Group Homes**. Co-chaired by Mike Gaudet and Gordon Burhoe, the committee has shown outstanding leadership in enhancing safety and staff well-being within Child and Family Services group homes. Since 2023, they've created 54 permanent positions, improved collaboration with the RCMP, and advocated for safer infrastructure by involving the Department of Transportation. Their efforts have led to a significant drop in violence-related incidents, better incident reporting, and enhanced training in Dialectical Behavior Therapy, de-escalation, and suicide risk management. Their commitment to fostering a safe, supportive work environment has set a new standard in occupational health and safety.

Goal #2: Enhance Employee Experience Through Developing Our People and Inclusive Leaders

Strategic Priorities: Highlights of Accomplishments

Provide an Excellent Employee Experience in Learning and Development

- Commenced research and consultation to develop a learning and development framework reflecting 21st century learning models, experiential learning, and modernized just in time training.
- Continued planning for the implementation of an enterprise-wide Learning Management System (LMS), which will support the training, developing and engaging of employees in compliance, certifications, onboarding, talent development, upskilling, collaboration, coaching and mentoring, partner education, and other training.
- Continued strong uptake of both unionized and excluded [Development and Training Funds](#), with nearly 100 more applications submitted compared to the previous fiscal year.
- Supported collaboration and communication of departments and divisions through the use and promotion of the [Insights Discovery](#) program. In the last three fiscal years, over 1000 profiles have been processed between the Insights Discovery Profile (889) and the Transformational Leadership Profile (152).
- Celebrated the sixth year of the [Policy Hackathon](#) competition in May 2024. This competition is a professional development opportunity where groups are assigned a problem to research and explore while receiving training and development in various areas of policy development (climate and Indigenous lenses).
- Continued to co-chair the [Youth and New Professionals Network](#), is designed to enhance networking and career exploration opportunities. There were approximately 625+ individual interactions with network members across 6 events.
- Issued a request for proposal (RFP) in November 2024 to establish a roster of qualified training partners to provide learning and development services to government employees.

Accelerate Leadership Development

- The Public Service Commission (PSC) launched the [Executive Leadership Accelerator Program \(ELAP\)](#) in January 2025. This program is designed for ambitious classified civil service leaders who are interested in further advancing their leadership skills. The first ELAP cohort is expected to complete the program in 2025.
- The [Insights Transformation Leadership Program \(ITL\)](#), formerly known as the Mid-Level Leaders' Program, celebrated the graduation of its seventh cohort in November 2024.
- The [Public Service Leadership Competencies](#) are under revision using an equity, diversity, inclusion, accessibility (EDIA), Indigenous, and anti-racism lens. This revision aims to provide inclusive leadership learning and development opportunities that honor the diverse perspectives, cultural competencies, and lived experiences to foster diverse leaders within our organization.
- Launched the [Supervisor Success Academy](#) certification program in fall 2024 which supports aspiring and current supervisors to understand their responsibilities and have the foundational knowledge and skills required to effectively support and manage diverse teams.

Inspire Learning with a Focus on Equity, Diversity, and Inclusion (EDI)

- Supported departments in identifying EDIA learning needs and delivering corporate Pathways to Learning sessions. A total of 505 employees participated, with 219 completing the Unconscious Bias in the Workplace webinar.
- Partnered with the Anti Racism Office, Indigenous Relations Secretariat, and Interdepartmental Human Rights Network on designing and delivering nine customized cultural awareness/ anti-racism training sessions for over 600 employees and managers.
- Collaborated with internal teams and community partners and other jurisdictions to promote inclusive practices, enhance accessibility, and foster respectful, safer workplace environments.

Champion Language Training Opportunities

- The [French Language Training Incentive Program](#) continued in 2024-2025 with two pathways for employee to receive financial incentives: (1) upon term course completion and (2) after the completion of a maintenance program. There was an 90% increase in incentive payments to employees from 2023-2024 to 2024-2025.
- Continued to offer French language training opportunities during regular working hours. Virtual Conversation Groups, the Babbel app, and self-paced modules on Moodle were offered to employees that could not join scheduled instructor led training.
- Half-day French workshops were offered on a variety of topics, including Mastering French Pronunciation Through the Vowel Triangle, Speaking with Native-like Fluency, and The Art of Communication: Making the Difference in Client\Customer Service.



"I have been studying French for five years after discovering the French Language Training Program offered to employees by PSC. I can now hold conversations, read simple books, and listen to slow news broadcasts in French. I appreciate PSC for providing this program, as it enhances our French language skills in a country where both English and French are spoken. In the past two years, PSC's incentive program has motivated me to continue my French learning and encouraged more employees to participate."

Anna Dao
Net Zero Project Manager
Department of Environment, Energy and Climate Action

Strategic Performance/ Progress Indicators

Progress Indicators	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
1. Percentage of employees who have discussed a learning plan with their immediate supervisor *	***	***	***	62%	***
2. Number of employees who have completed (cohort) Leadership/ Manager programs that are provided through the PSC	55	53	42	40	30
3. Percentage of employees who agree their manager provides regular feedback on their performance *	***	***	***	62%	***
4. Number of registrations for PSC funded learning opportunities for all learning areas (e.g. French language training **, labour relations training, cultural diversity training, OHS, EAP, etc.)	3,710	4,389	6,766	7,128	8,309
5. Number and percentage of applications approved for funding from Employee Training and Development Funds	598	486	629	522	473
	93%	91%	92%	88%	84%

* The data source for these indicators is the Employee Engagement survey which were completed through several pulse surveys in 2021, 2022, and 2023.

** This number does not include Babbel or conversation groups that were part of the French Language Program.

2025 Premier's Excellence in Leadership Award

Kurtis Taylor



(Left to Right) Premier Rob Lantz and Kurtis Taylor

This award recognizes a contribution to the government and citizens of PEI, resulting in a positive impact while demonstrating excellence in leadership that embodies the overarching [Public Service Leadership Competencies](#): Influence and Self Awareness, Building Relationships, Leading Others, and Focusing on Results.

Kurtis Taylor is the recipient for the 2025 Premier's Excellence in Leadership Award. As a supervisor at Beech Residence, he has made a profound impact on vulnerable youth, offering hope, stability, and support. Renowned for his expertise in Critical Incident Stress Management and Non-Violent Crisis Intervention, Kurtis has guided many through crisis, saving lives and careers. His calm, respectful presence fosters trust, self-awareness, and growth. He listens without judgment, leads with compassion, and ensures everyone feels valued.

Kurtis builds strong, inclusive relationships, encouraging professionalism and valuing diverse perspectives. He addresses difficult issues with sensitivity and promotes a positive, respectful environment. His awareness of microaggressions and commitment to equity are central to his leadership. Kurtis has led initiatives like the Positive Workplace Initiative and self-care workshops, empowering both staff and youth. He takes responsibility for his work, communicates with clarity, and inspires others through uncertainty.

Kurtis is a deserving nominee as his leadership exemplifies influence, collaboration, innovation, and results.

2025 Engagement and Collaboration Award

Service PEI Team



(Left to Right) Lori Deveaux, Julia Wagner, Premier Rob Lantz, Tyler Ross, Mark Arsenault

This award recognizes a contribution to the government and citizens of PEI through meaningful engagement with the public and cross-departmental collaboration with relevant stakeholders and partners, resulting in a positive impact.

The 2025 Engagement and Collaboration Award is presented to the **Service PEI Team** of the Department of Transportation and Infrastructure for their exceptional efforts in enhancing public service delivery and citizen engagement across Prince Edward Island. Under the leadership of Mark Arsenault, the team has prioritized accessibility, innovation, and responsiveness. Through community consultations, they've aligned services with Islanders' needs, particularly improving Access PEI infrastructure and streamlining Health Card issuance in partnership with Health PEI. This has enhanced access to healthcare and information about the Patient Registry and Maple Virtual Healthcare.

Service PEI has also played a key role in delivering energy efficiency programs like Net Zero and Oil to Heat Pump Affordability, helping residents adopt sustainable practices. Their Mobile Pop-Up Site Pilot Project brought essential services to underserved communities, including First Nations, while testing digital platforms like MyPEI and MyHealthPEI.

Their collaborative approach improved service quality and access, strengthening government-Islander connections through innovation, engagement, and continuous improvement.

Goal #3 Lead Innovative Human Resource Planning and Talent Management

Strategic Priorities: Highlights of Accomplishments

Implement Consistent and Real-Time Human Resource Planning

- Identified 491 employees that were eligible to retire from the civil service this fiscal year.
- HR Managers created 2024–2026 department human resource plans by analyzing demographics, identifying trends, challenges, opportunities and outlining strategic actions to achieve departmental goals and track progress.
- Continued work with ITSS to create automated dashboards for human resource data and analytics to further improve succession planning across departments.
- Collaborated and participated with interjurisdictional working groups and communities of practice. These groups concentrate on topics including but are not limited to Compensation, Classification and Labour Relations (CCLRWG), Engagement and Analytics (IEAT), Future of Work (FOW), Recruitment and Development (RDWG), Workplace Health Safety and Wellness (WHSW).
- Completed over 100 human resource interjurisdictional requests for the fiscal year and continued to seek improved information sharing avenues.

Position the Civil Service as an Employer of Choice

- Leveraged social media to continue targeted recruitment efforts, continuing to utilize social media promoting GPEI's employee value proposition: competitive compensation, benefits plans, flexible working options, development and training funds, etc.
- A phased approach to modernizing the classification process is underway, including streamlining the Position Questionnaire (PQ) bank, launching a new PQ form with an online submission system, updating and service standard timelines for PQ reviews.
- Collaborated with Health PEI to initiate a high-level assessment of the job evaluation system and secured capital funding to implement a new automated classification system between 2026 and 2028 to enhance organizational efficiency.
- Continued to see growth in the number of youths hired in permanent positions while integrating them into the workforce through initiatives such as The Youth and New Professionals Network and Internship Program.
- Hosted [Take Our Kids to Work Day](#) in November 2024, for civil service employees' grade nine children/students. This event presented a great opportunity for grade 9 students to learn more about government and shaping the future of tomorrow's workforce.

Encourage, Grow and Manage Talent Pools

- The GPEI Internship Program supports a centralized, cohort approach to onboarding and professional development. In 2024, there were 15 interns hired into the second cohort. As a result of the internship, they had extensive training and professional development opportunities; access to peer guidance and career support; opportunity to network with others in the public service; connection and engagement with a cohort of professionals; and will have the ability to apply for internal job competitions after one year of continuous service. Cohort three hiring had started as the fiscal year concluded.
- Continued working with departments and sharing information on candidates and identifying potential opportunities for qualified candidates registered in the [Diversity Talent Pool](#).
- Internal growth opportunities increased and the percentage of internal employees being appointed to senior management positions doubled compared to the previous fiscal year (director level and higher).

Innovate Talent Acquisition Practices

- The Applicant Tracking System helped innovate talent acquisition with features such as “diffusion” which enables jobs to be automatically shared to external job boards; job alerts to notify candidates about postings in their area(s) of interest; and a visually appealing job ad format which can easily be shared on social media or downloaded with a QR code. The improved application process allows faster job applications on a variety of devices, improving the overall candidate application experience.
- The number of applicants in the civil and health sector experienced overwhelming growth in the last fiscal year. The health sector saw a 31% (8768) increase in applications while the civil sector experienced a 35% (6174) increase. This marks the fourth year of continued growth, which is largely attributed to concentrated recruitment efforts.
- The number of appointments in the health sector increased by 11% (407) compared to the previous fiscal year, bringing the total to 11,738 over the past three years. In contrast, civil sector appointments decreased from 1407 to 1181 (16%) from last fiscal year, following three consecutive years of strong growth. Over the past three years the civil sector has recorded a total of 3,700 appointments.
- Over the last five fiscal years the volume of staffing competitions (total) in the health sector has increased by 22%, noting approximately 6% growth on average year over year. For the civil sector during this same period, the number of competitions grew 39% with an average year-over-year increase of 10%.
- Expanded in-person outreach to include job fairs, high schools, colleges, universities, and community partners. Delivered 19 presentations to various groups across the Maritimes, highlighting opportunities and experiences related to working with the Government of Prince Edward Island.
- Continued to conduct Multiple Mini Interviews (MMIs) for large candidate groups.
- Increased the number of virtual interviews has allowed staffing consultants to complete interviews more efficiently, reducing travel and schedule interruptions.
- Single position questionnaires for similar roles have allowed staffing consultants to create centralized talent pools for future vacancies.

Strategic Performance/ Progress Indicators

Progress Indicators		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
1. Percentage of employee survey respondents who self-identify with the four designated diversity groups*	Indigenous People	==	==	1.3%	==	==
	Person with a Disability	==	==	12.5%	==	==
	Member of a Visible Minority	==	==	6.4%	==	==
	Non-traditional Occupation for Gender	==	==	10.3%	==	==
2. Percentage of employees that have been assessed as being bilingual		7.30%	7.30%	7.20%	6.64%	6.99%
3. Number and percentage of designated bilingual positions in the civil service		87	91	100	96	101
		3.50%	3.60%	3.80%	3.30%	3.33%
4. Percentage of employees who access bilingual training and development opportunities**	Instructor Led	7.50%	8.80%	9.70%	19.50%	6.72%
	Self Led					7.51%
5. Percentage of external hires		9.9%	20.3%	28.0%	22%	20%
6. Percentage of permanent employees under the age of 35 years		13.90%	14.50%	15.20%	19.00%	19.68%
7. Percentage of employees who agree they have opportunities for career growth*		==	==	==	==	==
8. Percentage of new permanent employees that stay over five years or over two years with the civil service		85%	83%	85%	83%	77%
		94%	92%	94%	91%	92%
9. Percentage of appointments to senior management positions (director level and higher) from within the civil service		3.10%	2.90%	1.60%	1.50%	3.31%
10. Percentage of employees who report that they have completed a Performance Management Plan within the past two fiscal years		25%	38%	41%	41%	39%
11. Overall employee engagement index for the civil service		==	==	====	==	==

* The data source for these indicators is the Employee Engagement Survey, which is self-report data and may not as accurately reflect the diversity of the civil service.

** In prior reporting periods, the data source for this indicator included Health PEI employees. This number now reflects Civil service employees who participated in French training only.

Goal #4 Drive Transformation in the Public Service Through Modernization and Innovation

Strategic Priorities: Highlights of Accomplishments

Promote Client-Centric Processes and Use Digital by Design to Promote Efficiencies

- Implemented GPEI's enterprise-wide Applicant Tracking System in civil and education sectors (PSB and CSLF).
- Over 70% of applications for the [Unionized and Excluded Development and Training Funds](#) applications were received through the updated webform and imported to the modernized database allowing for a streamlined approach.
- Initiated a formal intake process for [Insights Discovery](#) sessions allowing the PSC to process and organize sessions for government departments in an accurate and timely manner.

Automate Human Resource Processes to Generate Efficiencies

- Developed interactive HR dashboards to automate data analysis, enabling more efficient workforce planning and succession management and better support decision-making.
- Monitored and supported the automation and departmental use of the [Diversity Employment Program](#), which saw a 60% increase in new client registrations by diversity groups in 2024-25.
- Continued to support Health PEI by addressing multiple HR service requests within the Human Resource Information Management System, delivering enhanced functionality and improved efficiencies in their processes.

Improve Policy, Practices, and Processes

- Ongoing improvements enabled the classification team to process 90% of the review requests submitted during the fiscal year. This performance is consistent with the previous three fiscal years, each achieving over 90% completion. Over the past three years, a total of 1,381 reviews were completed.
- Classification turnaround times for vacant and encumbered positions improved in both civil and health sectors.
- Continued updates and modernization to the [Human Resource Policy & Procedures Manual](#) to reflect best practices.
- Facilitated numerous position-management updates in the HRMS, including reclassifications and labour market adjustments, to support evolving organizational needs.

Ensure Accountability and Effective System and Resource Management

- Processed payroll biweekly – 15,275 cheques produced for the pay period ending March 29th, 2025.
- Completed across the board pay increases for UPSE Civil – April 1st and October 1st; Excluded – April 1st and October 1st; IUOE – April 1st and October 1st; PEINU – April 1st and October 1st; CUPE 1145, 1170 & 1175 – April 1st and October 1st; PEITF – February 2nd and September 1st.
- Completed several retroactive payments (e.g. CUPE 1145, 1770 and 1775).

Strategic Performance/ Progress Indicators

Progress Indicators		2020-2021		2021-2022		2022 - 2023		2023 - 2024		2024-2025		
1. Average time to hire (days)	Civil	I	55	I	52	I	47	I	44	I	45	
		E	75	E	72	E	67	E	66	E	62	
	Health PEI	I	40	I	32	I	23	I	23	I	21	
		E	55	E	54	E	56	E	41	E	50	
2. Average classification file turnaround time (working days)	Civil	Vacant Positions	38		35		37		31		29	
		Encumbered Positions	115		80		45		71		57	
	Health PEI	Vacant Positions	50		80		31		54		42	
		Encumbered Positions	168		152		78		114		77	
	Total	Vacant Positions	41		39		35		37		32	
		Encumbered Positions	159		114		61		77		62	
3. Total number of pay cheques produced			13,436		13,975		15,037		14,540		15,275	
4. Total number and percentage of “off cycles” produced (pays outside of normal pay schedule)			28		37		61		63		38	
			0.20%		0.30%		0.40%		0.43%		0.25%	
5. Total number of overpayments for total cheques produced			80		83		100		110		128	
I = Internal E = External												

2025 Departmental Innovation Award

Tourism PEI



(Left to Right), Keith Hansen, Jody Curly-Howard, Premier Rob Lantz, Kent MacDonald

This award is given to the department that best demonstrates an innovative approach to solving a need that benefits a section, division, department, government, or the general public.

Tourism PEI, part of the Department of Fisheries, Tourism, Sport and Culture, is the recipient for the 2025 Departmental Innovation Award for its leadership in modernizing tourism standards and enforcement. In response to the rise of unregulated short-term rentals (STRs), the team introduced a forward-thinking, data-driven approach to improve oversight and protect housing availability. Their strategy includes updated legislation, automated tools to detect unlicensed rentals, and stronger collaboration with municipalities. These innovations have streamlined enforcement, increased compliance, and reduced administrative workload. By focusing on platform accountability and real-time monitoring, Tourism PEI has significantly improved the efficiency and consistency of STR regulation. The initiative aims to return hundreds of units to the long-term rental market, helping to ease housing pressures while supporting responsible tourism. This work stands as a strong example of how public sector innovation can address complex challenges through technology and collaboration.

Divisional Highlights

Talent Attraction, Acquisition and Classification

Talent Attraction and Acquisition provides staffing services to government departments and Health PEI, following legislation, collective agreements, and policy. Staffing Consultants support employers in selecting qualified candidates through screening, testing (if needed), interviews, references, and appointments. They also offer career advice and post-interview feedback to employees.

Classification supports the development and management of job evaluation and classification plans, forming the basis for fair and equitable compensation. It determines the relative worth of jobs by comparing duties and responsibilities across positions. This process ensures consistent pay practices across government departments, Health PEI, school boards, and other agencies, in line with the *Civil Service Act*. Classification also advises on organizational design and compensation, promoting fairness in employee remuneration across the public sector.



“It is exciting to see the interns develop new skills and take on leadership roles. At the recent Intern Kickoff one of the previous Interns used the example of learning to be a self-starter and take on or suggest tasks without waiting to be prompted by a supervisor. This is a good example of new skill development. The Department currently has Four former interns from the first two cohorts working with us. With many recent graduates entering the workforce without experience, it is challenging to get them qualified into permanent positions. The internship provides a steppingstone and helps future employees gain the experience they need to qualify and fulfill roles in the Department. The bonus is that they are here, trained to work in the Government, and will have the ability to fulfill the duties of vacant roles faster.”

Fred Vanderkloet
Manager of Agri Industry Development
Department of Agriculture

Staffing Statistics 2024-2025

Staffing Process Information		Civil	Health	Total
Competitions	Internal Competitions	377	1,521	1,898
	External Competitions	1	5	6
	Internal and External Competitions	410	1,538	1,948
	Total	788	3,064	3,852
Applicants	Total	23,848	37,353	61,201
Appointments	Permanent Appointments	723	2,364	3,087
	Temporary and Casual Appointments	458	1,612	2,070
	Total	1,181	3,976	5,157

“As a hiring manager for four separate programs in my division, I frequently interact with PSC for staffing. My division places high importance on continuing education, professional development, and advancement, resulting in an increase in staff turnover and a constant requirement to fill vacancies. Thankfully, we have been consistently supported by our designated PSC Staffing Consultant.

We appreciate having a dedicated point of contact, and we truly value their expertise, professionalism, efficiency, and patience. They have collaborated with us on many files and are well-versed in our required qualifications, the need for a prompt staffing process, prioritizing as needed, and providing us with regular updates on the status of the hiring process.

We have been complimented by other departments on our ability to fill vacancies in an effective and timely manner. Our Staffing Consultant has been an invaluable resource to our programs, and their contributions are very much appreciated!”

Danielle Hennessy
Manager Youth Justice Services
Justice and Public Safety

Classification Statistics 2024 -2025

Classification Review Process Information			Total
Reviews Completed	Civil Sector	330	
	Health Sector	117	
	Education Sector (PSB, CSLF)	8	
	Other (IRAC and other external agencies)	0	
	Total (293 vacant positions and 162 encumbered positions)	455	
Review Requests Received	Civil Sector	303	
	Health Sector	96	
	Education Sector (PSB, CSLF)	9	
	Other (IRAC and other external agencies)	0	
	Total	408	
Average Turnaround Time for Vacant Positions (Working Days)	Civil Sector	29	
	Health Sector	42	
	Total	32	
Average Turnaround Time for Encumbered Positions (Working Days)	Civil Sector	57	
	Health Sector	77	
	Total	62	
Note: Due to the small number of reviews received and completed for the Education Sector and other agencies, average turnaround time is not calculated separately, however it is included within the totals for all sectors.			



“Classification staff provided the PEI Housing Corporation quick and efficient guidance, recommendations and decisions as we were endeavoring to ramp up quickly to address new and pressing housing challenges. Time was of the essence and classification provided us great assistance in this regard.”

Cheryl Paynter
CEO
PEI Housing Corporation

Organizational Development, Culture, & Human Resource Planning

Employee Assistance Program (EAP) provides services to civil, health and education sectors. The mandate of EAP is to assist employees, immediate family members and retirees in dealing with personal or work-related issues which affect their work life; early identification and intervention promote a healthier and happier workforce. The program supports managers and directors for consultation and collaboration around balancing employees' and employer's needs.

French Language Services supports provincial government departments on HR policy and planning, as it pertains to French-language services, to build capacity for government's overall ability to deliver quality French services across all government departments. This section offers French language training opportunities and conducts oral proficiency evaluations for all government departments, including Health PEI and other government institutions, subject to the *French Language Services Act*. It also monitors and reports on bilingual capacity.

Equity, Diversity and Inclusion leads and supports equity, diversity, inclusion, and accessibility (EDIA) efforts across the public service. It provides strategic guidance, develops inclusive policies, and implements organization-wide initiatives. The section supports diverse talent, inclusive hiring, career growth, and cultural competency through training and education initiatives. It collaborates with departments, unions, and community groups, celebrates diversity through events, and builds capacity through research and best practices. The program offers tools, resources, and evidence-based advice to ensure a respectful, inclusive, and representative workplace for all.

Employee Wellness and Safety provides a variety of services including timely and proactive advice and guidance, training, corporate policy development and implementation, hearing acuity testing, accident investigations, workplace inspections, assistance with return-to-work planning, and works collaboratively with all government departments to ensure a safe workplace.

HR Planning and Organizational Development provides strategic and operational HR services including the development, interpretation and compliance of HR policies and legislation. This section leads human resource planning, succession management, and interjurisdictional collaboration. The team delivers employee development and leadership training programs, oversees an enterprise-wide internship program, and supports employee engagement and recognition initiatives. It also provides data-driven insights through HR metrics and analytics to support decision-making.

Learning and Development Statistics 2024-2025

Learning and Development Opportunity		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Pathways to Learning	Internal Subject Matter Experts/Learning Facilitators	23	42	42	42	49
	External Subject Matter Experts/Learning Facilitators	19	15	10	11	10
	Sessions Pathways to Learning	103	114	92	98	99
	Topics for Sessions for Pathways to Learning	47	53	44	44	46
	Registrations processed	2074	2638	2444	3668	3987
Insights Discovery	Insights Profiles Processed (Internal facilitators)	173	107	170	378	341
	Insights Transformational Leadership Programs (e.g. MLL)	55	53	45	52	55
Customized Training	Departments Funded for Customized Training	13	13	13	13	13
	Departmental Customized Training Sessions Delivered	13	13	13	13	13
Occupational Health and Safety	Participants	132	154	769	793	917
	Formal Training Sessions	10	20	30	30	55
Employee Assistance Program	Sessions Delivered on Request	19	11	16	14	18
Diversity and Cultural Training	Participants	384	537	482	447	505
Labour Relations Training	Registrations (Civil only)	312	249	351	382	453
	Courses Offered (Civil only)	4	4	4	4	4
Specialized Programs	Leaders in Action Program	==	24	26	24	15
	Collaborative Leadership and Facilitation Skills Certificate (UPEI)	4	3	8	3	7
	New or Aspiring Managers/ Supervisors Program (UPEI)	31	45	28	34	50
	Administrative Professionals/ Executive Administration Certificate (UPEI)	40	48	8	12	10
	Case Management Certificate (UPEI)	24	43	30	111	11
	Other (UPEI)*	==	==	180	144	70
* Project Management, Workplace Wellbeing, Social Media Marketing, Indigenous Culture Awareness, Qualitative Data, Interpersonal Communications						

Employee Training and Development Fund Applications 2024-2025

Application Status	Unionized Fund	Excluded Fund	Total
Approved	304	169	473
Denied	30	9	39
Withdrawn	65	36	101
Ineligible/Not Eligible	15	10	25
Lack of Funds	40	13	53
Revoked	2	0	2
Employees who Obtained the Maximum (\$2500)	52	18	70
Total Applications	456	237	693



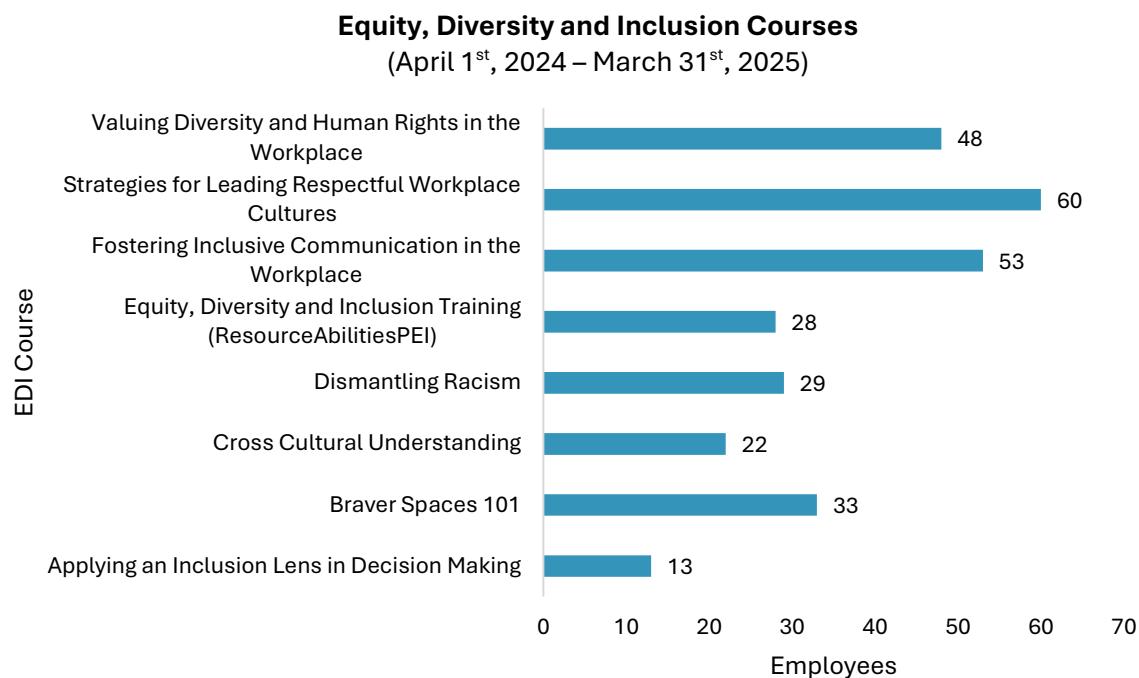
"I appreciate that the Public Service Commission encourages continuous learning! I've had the chance to complete several courses through Pathways to Learning—an opportunity I wouldn't have had otherwise. I also enjoy the variety of courses offered and the flexibility of both in-person and virtual learning options."

Renée Comeau
Bilingual French Language Program Administrator
Public Service Commission

Employee Assistance Program Statistics 2024-2025

EAP Statistics		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Number of Clients Served		919	1397	1139	1183	1240
Number of Counseling Hours		1815	2399	2028	2106	1921
Files	New Counseling Files	818	1054	881	908	835
	Closed Counseling Files	775	1137	797	621	741
Referrals	Percentage of Self-Referrals	71.90%	77.60%	77.09%	70.63%	71.05%
	Percentage of Employer Referrals	8.20%	6.94%	7.28%	7.50%	8.95
	Percentage of Family Referrals	10.80%	9.52%	9.04%	8.19%	5.56%
	Percentage of Colleague (Friend Referrals)	1.50%	1.50%	2.11%	4.22%	3.22%
	Percentage of Physician & Outside Agency	3.00%	2.21%	2.37%	5.23%	5.96%
	Percentage of Union & Other	1.00%	2.22%	2.11%	4.21%	5.24%
Client Gender	Percentage Female	78%	78%	78%	79%	78%
	Percentage Male	22%	19%	19%	17%	20%
	Percentage Other	==	4%	4%	4%	2%
Group Sessions	Sessions Offered	19	11	16	14	18
	Participants	308	409*	2002	1736	2008
* PEITF session was held virtually due to COVID-19 restrictions so the number participants is significantly lower for the 2021-2022 year.						

Equity, Diversity and Inclusion Training



“Participating in the Insights Transformational Leadership program has been one of the most impactful experiences of my professional journey. It provided me with a deeper understanding of my own leadership style and how to effectively connect with and lead others. Through powerful self-awareness tools and practical frameworks, I’ve become more intentional, emotionally intelligent, and resilient in the face of complex challenges. This program didn’t just enhance my leadership, it transformed it. I now lead with greater confidence, clarity, and compassion, and that has made a measurable difference in both my personal growth and career progression.”

*Kristi MacKay
Operations Manager
Transportation and Infrastructure*

2025 Premier's Leadership Award for Equity, Diversity and Inclusion in the Public Service

PEI Analytical Laboratories Social Committee



(Left to Right) Thilak Tennekone, Stephanie Mercer, Premier Rob Lantz, Scott Brown

This award recognizes individuals, teams or departments who have demonstrated leadership in the promotion of equity, diversity and advancement of inclusive best practices in the workplace and in the community. It recognizes the value of creating bias-free, inclusive workplaces and the positive impact of advancing fairness and equity to build healthier workplaces and stronger communities.

The 2025 Annual Premier's Leadership Award for Equity, Diversity, and Inclusion in the Public Service is awarded to the **PEI Analytical Laboratories Social Committee**, led by Scott Brown and Stephanie Mercer. Formed in 2023, the committee aims to foster an inclusive, welcoming workplace by breaking down departmental barriers. They organize monthly events celebrating diverse traditions such as Diwali, Christmas, and Valentine's Day, as well as seasonal activities like sledding and washer-toss tournaments to build camaraderie. Their efforts also extend to community service through bi-annual clean-ups and charity support. These initiatives have significantly boosted staff morale, creating a family-like atmosphere where employees feel safe and valued. The committee's dedication to equity, diversity, and inclusion has strengthened internal relationships and positively impacted the broader community. This award recognizes their outstanding leadership and the meaningful, lasting changes they've brought to the workplace.

Human Resource Management and Labour Relations

Human Resource Management provides senior-level leadership, coordination, and guidance in HR and labour relations across government departments. It fosters positive, productive work environments by supporting employee well-being through expert HR services. Staff including HR Managers, Officers, Assistants, and Payroll and Benefits Coordinators—are centralized within the PSC and serve assigned departments. They deliver HR and payroll services in compliance with legislation, collective agreements, and policies, ensuring consistent, effective support throughout the civil service.

Labour Relations provides expert advice on HR and labour issues in the public service, including collective bargaining and interpreting agreements with the Union of Public Sector Employees. The division collaborates with departments to develop policies aligned with organizational needs and manages contracts with external service providers. Ongoing relations with unions, departments, and partners has been effective resolving situations as early as possible. This proactive approach supports effective HR practices and policies. In the past fiscal year, two collective agreements were finalized (education and civil sectors), while negotiations continued in the health and education sectors.



“As a senior leader in the civil service, I have greatly benefited from the sound advice and unwavering support provided by the Public Service Commission. The HR Management and Labour Relations team have been instrumental in helping our department navigate challenges and celebrate workplace achievements. Civil servants are the heartbeat of government. For employees to grow and embrace new challenges, they need guidance, an empowering workplace, and a sense of being valued. The HR Management and Labour Relations team consistently provide the necessary guidance and advice to senior leaders, ensuring these values are always top of mind.”

Michele Koughan
Deputy Minister
Fisheries, Tourism, Sport and Culture

Administration, Corporate Human Resource Management System (HRMS) and Payroll

Administration section provides support to the various divisions of the Public Service Commission and departments in the management of the PSC budget and financial administration; human resource administrative duties (payroll and personnel transactions); support the development of PSC's IT plan; business continuity plan, corporate gym membership program, PSC website; and records management.

Corporate HRMS and Payroll section provides a variety of services to the civil service, education and health sectors and to the internal staff of the Public Service Commission. Services include management of Corporate Payroll and the Human Resource Management System (including WCB, Finance PEI, Innovation PEI, IIDI and BioFoodTech). Bi-weekly gross remuneration of 30 million for approximately 14,500 employees and issuing T4's slips for approximately 18,000 while working within the provisions the collective agreements, standard employment terms, and conditions determined by CRA legislation; advice and assistance on human resource technology initiatives, advice on the administration of the collective agreements between government and the various nine Union Collective Agreements, the Physician Master Agreement and Excluded Terms and Conditions.

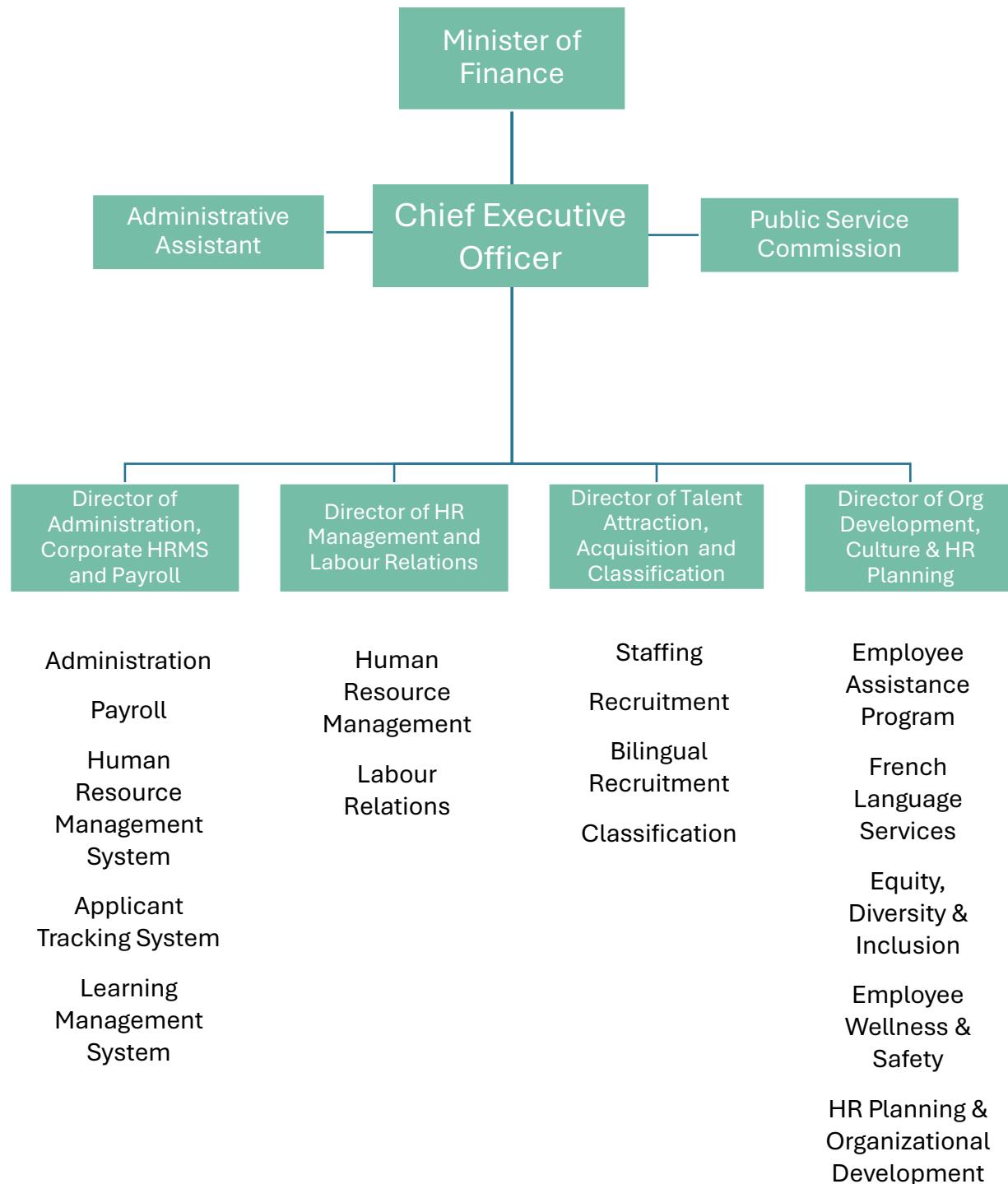
Applicant Tracking System (ATS) and Learning Management System (LMS) Enterprise Systems section delivers a range of services to the civil service, education, and health sectors, as well as to internal staff of the PSC. These services include system and functional support, training, helpdesk assistance, management of the ATS and LMS platforms, and the development of complex reports and data analytics.



"I have had the pleasure of working in Human Resources for several years at La Commission scolaire de langue française and in collaboration with the Department of Education and Early Years. This year, I am happy to have had the chance to collaborate and work alongside the PSC team to help integrate a new Applicant Tracking System (ATLAS). This is a positive change for recruitment at the CSLF and for the candidate experience. This collaboration allowed us to achieve our goal and succeed in this major project. An important value for our organization!"

Nathalie Malo
Human Resources Manager
La Commission scolaire de langue française

Organizational Structure



PSC Budget

PSC Expenditures and Revenue			
Division	Unaudited Actual 2024-2025	Budget Forecast 3 rd Quarter 2024-2025	Budget Estimate 2024-2025
Expenditure Budget			
Management	367,177	351,600	366,200
HR Management and Labour Relations	4,106,699	4,217,300	4,361,200
Talent Attraction, Acquisition, and Classification	4,320,059	3,195,400	2,989,900
Organizational Development, Culture, and HR Planning	1,293,686	2,862,700	2,935,800
Administration, Corporate HRMS, and Payroll	1,715,996	2,091,500	2,160,400
Total PSC Expenditures	11,803,617	12,718,500	12,813,500
Revenue Budget			
Management	0	0	0
HR Management and Labour Relations	0	0	0
Talent Attraction, Acquisition, and Classification	638,900	579,800	579,800
Organizational Development, Culture, and HR Planning	268,200	171,500	171,500
Administration, Corporate HRMS, and Payroll	7,169	3,700	3,700
Total PSC Revenue	914,269	755,000	755,000

Contact Information



Public Service Commission
105 Rochford Street, Charlottetown PE, C1A 3T7
Tel 902-368-4080

PrinceEdwardIsland.ca



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