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**SECTION 12**

**PERSONNEL MANAGEMENT**

**12.01 PUBLIC SERVICE COMMISSION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**AUTHORITY:** *CIVIL SERVICE ACT AND REGULATIONS*

**ADMINISTRATION:** PUBLIC SERVICE COMMISSION

**EFFECTIVE DATE:** DECEMBER 2023

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## **12.01 PUBLIC SERVICE COMMISSION HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

### **(1) GENERAL**

Policies and procedures related to personnel issues that are not available in this section may be found in the Public Service Commission [Human Resource Policy and Procedures Manual](#).

The Human Resource Policy and Procedures Manual has been compiled to provide a current source of reference to employees of government departments, Crown corporations and agencies. The manual references relevant legislation, collective agreements, Excluded Terms and Conditions and the Treasury Board Policy and Procedures Manual.

### **(2) AUTHORITY**

The *Financial Administration Act* (Section 2(a)) indicates that Treasury Board shall act for Executive Council in relation to general policy on the administration of the public service of Prince Edward Island.

The *Civil Service Act* (Section 4(1) and (2)) indicates that the Public Service Commission shall advise the employer respecting policy development for the improvement of the civil service and the Commission may advise and assist departments on human resource matters. In accordance with these provisions of the Act, the Commission has developed the Human Resource Policy and Procedures Manual.