

# HRinfoRH

HR NEWS,  
TOOLS, AND  
RESOURCES!

## ARTICLES

- New Tool to Help Leaders and Employees Access Mental Health Information During Uncertain Times
- Launch of the 2020-2021 Executive Performance Management Cycle
- Pay Bulletin from ESDC's Compensation Services Directorate



# New Tool to Help Leaders and Employees Access Mental Health Information During Uncertain Times



It's no secret - the pandemic is asking a lot of us, as human beings. Recent corporate surveys say that many of us are feeling these effects on our overall wellbeing. We are all living and experiencing this situation differently and there is no "one size fits all" approach when it comes to addressing our mental health needs.

## **Some of the challenges we are facing on a day-to-day basis include:**

- Childcare and being a caregiver
- Balancing work and family life
- Shifting to a virtual environment
- Finding the time for self-care
- Finances
- Setting up a home office
- Adjusting to new roles
- Feeling connected with colleague





In an effort to tailor resources for your unique needs, "[My Wellbeing – An Employee Guide During COVID-19](#)", a "one-stop-shop", is now available on iService. This guide offers easy and efficient access to mental health-related tools and resources to help work through some of the challenges to our personal and working lives caused by COVID-19. You will find information in five areas under the overall scope of "My Wellbeing": "My Mental Health", "My Family", "My Work", "My Team", and "My Work Environment". Be sure to check back on this guide often, as it will continue to be updated as new resources are developed and made available.

Taking care of your mental health and building your own personal resilience during times of adversity can be challenging, and it is important to know that we are doing what we can at ESDC to take your overall health into consideration as we navigate through these difficult situations. Please do not forget about the additional ESDC supports available to you during this time, such as the [Employee Assistance Program](#), the [Peer Support Program](#) and the [Manager to Manager Network](#).

Workplace mental health is a shared responsibility, and we thank you for all you do to contribute to ESDC being a psychologically healthy and safe environment for everyone.



# Launch of the 2020-2021 Executive Performance Management Cycle



We are pleased to launch the 2020-2021 executive performance management cycle.

All executives (EX-01 to EX-05), as well as those acting in EX positions for at least three consecutive months, must establish a performance agreement (PA) in the [Executive Talent Management System](#) (ETMS). The PA should set out the major commitments for each Executive.

The [Guide to the 2020-2021 Executive Performance Commitments and Associated Performance Measures](#), which includes the government-wide and departmental corporate commitments for executives, is available to support executives and their managers in developing their 2020-2021 PAs.

## Important Changes to the Performance Management Cycle Due to COVID-19

**Combining the 2020-2021 Beginning of Year PA and Mid-Year Review:** Given this unprecedented time, the process to establish executive performance agreements and conduct a mid-year review will be combined.

**Postponing the Requirement Related to the Second Language Evaluation (SLE) Results:** The previously communicated requirement for executives occupying bilingual positions within ESDC to achieve and maintain valid second language evaluation results to be eligible for performance ratings above “Succeeded” level has been postponed to fiscal year 2021-2022.

It is still expected that executives maintain proficiency in their second language and prioritize language training (if needed) as part of their annual learning and development plans for departmental staffing and succession planning efforts at the executive level. Please consult the [Frequently Asked Questions](#) for additional details.



### Actions Required by Executives and their Managers by October 31, 2020:

1. Executive employee sets up their performance agreement in ETMS based on cascading commitments from their manager.
2. Executive employee and manager have discussions on the work commitments, performance measures, learning/development plan, and the executive's progress to date this fiscal year.
3. Once discussion has taken place, manager and executive employee put in initial signature.
4. Then manager and executive employee put in mid-year signature.

The [ESDC Mandatory Training](#) page outlines mandatory learning requirements for executives. Remember to consult this page, your [Saba](#) profile, and then capture your learning activities as part of your Learning and Development Plan.

Should you have any questions regarding the beginning-of-year and/or mid-year processes, please consult the [quick reference guide](#). You can also contact the Executive Performance and Talent Management Team at [NC-HR-RH-PGR\\_PMP-EX-GD@hrsdc-rhdcc.gc.ca](mailto:NC-HR-RH-PGR_PMP-EX-GD@hrsdc-rhdcc.gc.ca). Should you require additional information on departmental business priorities, contact [Lamia Mabrouk](#), A/Director, Planning and Priorities.



# Pay Bulletin from ESDC's Compensation Services Directorate



This bulletin will provide you with information on compensation and benefits and the resources available to you regarding the Phoenix pay system, including important information and tips to avoid pay issues.

## What's New:

- COVID-19 – Guidance for managers: Disability Insurance Plan and Long Term Disability Insurance under the Public Service Management Insurance Plan
- New public service pay calendar
- Temporary change in process: Group insurance benefit plans administration

## Spotlight On:

- Timeliness of HR Request Submissions





## COVID-19 – Guidance for managers: Disability Insurance Plan and Long Term Disability Insurance under the Public Service Management Insurance Plan

The Treasury Board of Canada Secretariat has posted two Information Notices to provide guidance to managers on supporting employees who are returning to work after a period on Disability Insurance (DI) or Long-Term Disability (LTD), or who are submitting disability applications during the COVID-19 pandemic.

### Information Notices:

- [Coronavirus disease \(COVID-19\) – Guidance for managers: Disability Insurance \(DI\) Plan](#) (SunLife)
- [Coronavirus disease \(COVID-19\) – Guidance for managers: Long Term Disability \(LTD\) claims under the Public Service Management Insurance Plan \(PSMIP\)](#) (Industrial Alliance)

Of note, the [Disability Management iService page](#) and its associated [Road Map](#) provides valuable information on our departmental Disability Management program and the appropriate actions to follow.

Should you or your management team require additional information or are seeking advice and guidance on a specific sick leave situation, please submit a request through the [Human Resources Service Centre](#) (General HR Enquiry Form > Disability Management).

## New public service pay calendar

Employees are encouraged to reference the [2020 pay calendar](#) to find paydays by month for federal public service employees. The calendar includes:

- Information on how paydays and pay periods work.
- Information on your first pay.
- Additional resources about three pay period months, deductions, etc.

Employees can visit the [Pay highlights](#) webpage for more pay-related information and Public Service Pay Centre updates.



## Temporary change in process: Group insurance benefit plans administration

The Treasury Board of Canada Secretariat has provided an updated [Information Notice](#) on the temporary process changes for the administration of the group insurance benefit plans due to the implementation of the Phoenix pay system. The process changes have been extended until further notice, specifically until the Phoenix pay system is stabilized.

## Timeliness of HR Request Submissions

In order to process your HR and staffing requests in a timely manner, **all ready for pay** documentation (including the signed letter of offer and any supporting pay forms) must be submitted to the [Human Resources Service Centre](#) **at least 15 business days in advance**. This will ensure that HR and the Pay Center receive the required documents on time and will help prevent pay issues.

For more information regarding HR Action Timelines, please consult the [Staffing Timeliness Infographic](#).



# Interested in submitting an article?

**Do you have an article idea for our bulletin?** If you're an HRSB employee who would like to communicate HR-related news, projects and initiatives to departmental employees with managerial duties, start by reading the [What's the HR info bulletin? And more helpful FAQs](#) and the [Guidelines and procedures to submit an article for the HR info bulletin](#).

Contact [HRSB's Strategic Internal Communications team](#) for more information or to submit an article.

