# Appendix B – Request for Non-Imperative Staffing of Bilingual Positions (Optional)

This request may be used by the sub-delegated manager to obtain approval to launch a non-imperative process or to make a non-imperative appointment.

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| **Section A – Position Information** |
| Branch/Region: Number:  Classification:  Linguistic Profile: Cost Centre:  Position Title: |
| **Section B – Justification** |
| Examples of justification:  ❑ **Open to the Public** (this includes processes for the recruitment of designated employment equity group members to correct under-representation)  ❑ **Highly Specialized Position**  ❑ **Equal Opportunity for Anglophones and Francophones**  ❑ **Other**  Rationale for option(s) chosen: |
| **Section C – Administrative Measures** |
| Describe the temporary administrative measures that will be in place to ensure that the bilingual duties of the position while the individual is excluded from meeting the language requirements of the position. Please provide specific details, for example, the name and PRI of the employee(s) who will ensure the provision of services in English and in French. |
| **Section D – Proposed action in the event the employee does not meet within the exclusion period.** |
| Describe briefly the proposed action (your plan B) that you would take in the event the employee does not meet the linguistic profile of the position within the initial 2 years of the exclusion period, or if an extension is not granted. |
| **Section E – Approval** |
| Assistant Deputy Minister Date |
| **Section F – Additional approval for EX Appointment ONLY** |
| I recommend:    Assistant Deputy Minister of HRSB Date  I approve:    Deputy Minister Date |

**Signed copy to be sent to the** [**Human Resources Services Branch**](mailto:NC-LO-OL-LETTRES_DECRET-EXCLUSION_LETTERS-GD%20%3cNC-LO-OL-LETTRES_DECRET-EXCLUSION_LETTERS-GD@hrdc-drhc.net%3e)

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