

## Language of Work at a Glance

Subject	Bilingual Regions	Unilingual Regions
<b>Supervision</b>	<p>Supervision requirements are in the employee's language of choice:</p> <ul style="list-style-type: none"> <li>▪ If the employee occupies a bilingual;</li> <li>▪ If the employee occupies an "either/or" position (English or French); or</li> <li>▪ If the employee occupies a unilingual position, as long as the supervisor occupies a bilingual position and the supervisor's position is located in a bilingual Region.</li> </ul> <p>If these conditions are not met, supervision is in the language of the employee's position.</p>	<ul style="list-style-type: none"> <li>▪ Employees are supervised in the official language of the region**.</li> </ul>
<b>Work Tools</b>	<ul style="list-style-type: none"> <li>▪ Work instruments must be available in both official languages to allow employees to work in the language of their choice**.</li> <li>▪ Employees work in the official language of their choice for both oral and written communication purposes, except: <ul style="list-style-type: none"> <li>▪ When you provide personal or central services to employees of the Department whose position is in a bilingual region for language-of-work purposes, their language rights take precedence over yours.</li> <li>▪ In offices and points of service designated bilingual for service-to-the-public purposes, the obligation to communicate with members of the public and to deliver services in the official language of their choice takes precedence over the rights of employees regarding language of work.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Employees have access to regularly and widely used work instruments and computer systems in the official language of the region.</li> <li>▪ Employees who occupy a bilingual position <u>AND who communicate or provide services</u> in English and in French to the public and/or employees, have access to work instruments in the official language of their choice.</li> <li>▪ Employees work in the official language of the region, except: <ul style="list-style-type: none"> <li>▪ When you provide personal or central services to employees of the Department whose position is in a bilingual region for language-of-work purposes, their language rights take precedence over yours.</li> <li>▪ In offices and points of service designated bilingual for service-to-the-public purposes, the obligation to communicate with members of the public and to deliver services in the official language of their choice takes precedence over the rights of employees regarding language of work.</li> </ul> </li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>▪ Are bilingual when they involve employees working in a bilingual region.</li> <li>▪ Are bilingual when they involve unilingual regions for which the official language differs.</li> <li>▪ Can be in the official language chosen by all the participants, if they all have the same linguistic preference and it is known.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Are generally in the official language of the region, if all participants are from that region.</li> <li>▪ Are bilingual if they involve another unilingual region for which the language of work differs.</li> <li>▪ Are bilingual when they involve employees working in a bilingual region,</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>▪ An employee in a bilingual region communicates with an employee in a bilingual region in the language chosen by both parties.</li> <li>▪ An employee in a bilingual region communicates with an employee in a unilingual region using the language of work of the receiver's region.</li> </ul>	<ul style="list-style-type: none"> <li>▪ An employee in a unilingual region communicates with an employee in the same region using the language of work of the region.</li> <li>▪ An employee in a unilingual region communicates with an employee in another unilingual region with a different language of work using the language of work of the sender's region.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>▪ Have access to training and professional development in the official language of their choice. **</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have access to training and professional development in the official language of the region.</li> <li>▪ If at all feasible, employees in a bilingual position, have access to training and professional development in the official language of their choice.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Participate in a staffing process in the official language(s) of their choice, anywhere in Canada.*</li> <li>▪ File a grievance (or a staffing complaint) in the official language of choice;</li> <li>▪ Have access to personal/central services in their official language of choice. **</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participate in a staffing process in the official language(s) of their choice, anywhere in Canada.*</li> <li>▪ File a grievance (or a staffing complaint) in the official language of choice;</li> <li>▪ Have access to personal/central services (except grievance**/staffing processes*) in the official language of the region.</li> </ul>

\* Regardless of the location and linguistic identification of their position/functions or of the position to be staffed.

\*\* Regardless of the linguistic identification of their position or functions.

**Personal and Central Services:** These services are those that affect the employee on a personal level (their health and well-being, personal development, their career) or that are essential for the employee to perform their duties (i.e. pay and benefits services, IT services, legal services).

**Managers are encouraged to visit [iService](#) for additional information and tools to support them in respecting employee language of work obligations.**