

APPENDIX B SUBMISSION

Labour Market Supplement Request

(Please review HRM1410: Labour Market Supplement for detailed requirements and additional information)

Department:		
Request:		

Impact:

Provide all relevant and detailed information, including (but not limited to):

- Nature of positions
- Impact on service delivery
- Impact on Departmental mandate

Background:

Provide all relevant and detailed information, including (but not limited to):

- Nature of positions
- Number and location of positions
- Job Descriptions, Organizational Charts and Screening Criteria
- Detailed history of recruitment efforts over last 24 months (when advertised, where, number of applications received, screened-in, interviewed, etc.)
- Any feedback from applicants
- Results of recruitment

Considerations:

Provide all relevant and detailed information, including (but not limited to):

- Options for reorganizing work
- Options for different service delivery models
- Long-term plans (succession, internships, trainee programs, partnerships, etc.)
- Anticipated negative impact within division/department



Financial Considerations:

Provide all relevant and detailed information, including (but not limited to):

- All position evaluations and annual salaries for impacted positions, subordinate positions supervisor positions.
- Requested amount of supplement
- Current market data (Canadian public service)
- Comparison of current market data to the GNs full compensation and benefit package
- Department's ability to fund supplement internally