

SECTION 8

EMPLOYEE SUPPORT AND DEVELOPMENT

8.03 FRENCH LANGUAGE TRAINING

AUTHORITY: CIVIL SERVICE ACT/REGULATIONS

ADMINISTRATION: PEI PUBLIC SERVICE COMMISSION

1. PURPOSE

1.01 The purpose of this policy is to provide information about the French Language Training funded through the French Language Training Program.

2. APPLICATION

2.01 This policy applies to employees of the classified and casual divisions of the P.E.I. Government, including employees of the PEI health sector.

3. POLICY

3.01 The French Language Training Program offers learning opportunities for bilingual and unilingual employees.

3.02 The primary goal is to maintain and improve the quality of French language services offered through provincial government by maintaining and improving the quality of French used. The secondary goal is to offer development opportunities for all government employees wishing to learn some French.

3.03 Courses sponsored by the French Language Training Program are free of charge to employees and their departments. Employees of agencies, boards and commissions who are subject to the French Languages Services Act (2013) are eligible for 50% of the course cost under the French Language Training Government Institutions program with the other 50% being cost shared by their employer. The following agencies, boards and commissions are included in this category: IWMC, IRAC, WCB, Innovation PEI and the PEI Human Rights Commission. Employees and their managers may decide to look to Unionized and Excluded Development Training Funds to cover the cost of French language training not offered through the French Language Training Program.

Information about available courses is current at <https://psc.gpei.ca/french-language-training-program-0>. Employees must register through this website to be considered for the courses sponsored by the Program.

3.03 Supervisor approval is required for courses offered on employee work time. Supervisor approval is not required for courses offered on employee personal time.

- 3.04 Managers are invited to consult the French Language Training Coordinator for advice in meeting specific training needs of bilingual employees.
- 3.05 Supervisors and managers may refer to the French Language Training Priority Levels listed below, as a guide to deciding when to grant government time for attendance on courses.

French Language Training Priority Levels For Provincial Government Employees

In order to help agencies and departments assess their training needs, priority levels for French language training have been established, as follows:

Priority Level 1

An employee whose position is designated bilingual.

Priority Level 2

An employee whose position within a division supports and complements an existing bilingual position; or

A manager whose division has designated bilingual positions.

Priority Level 3

An employee whose position, although not related to a bilingual position as above, might be called from time to time to serve the public in both official languages.

Priority Level 4

An employee who wishes to receive French language training for career purposes within the Prince Edward Island Government.