

Designated Bilingual Position Status Form

Position title:	
Department:	Position number:

Directions:

1. Please refer to Subsection [6.01A Designation of Bilingual Positions](#) to complete this form.
2. Prior to completing this form, please discuss any additions\changes to designated bilingual positions with the Manager of French Language Services and obtain their initials below.

Name and title	E-mail address	Initials
Tara McGuirk, Bilingual Manager of French Language Services	tmcguirk@gov.pe.ca	

3. Once the above is initialed, please complete the relevant section below and obtain your Deputy Minister's or CEO's signature.
4. Please email the signed copy to the Director of Acadian and Francophone Affairs for signature and cc the Manager of French Language Services and the French Language Services Coordinator responsible for your area.

Please note: This form should be filled out and submitted to The Acadian and Francophone Affairs Secretariat for signature from their director prior to any final decisions and prior to seeking approval from Treasury Board where applicable.

Type of change:

- ☐ Adding a new position – Complete Section A
- ☐ Changing a unilingual position to a designated bilingual position – Complete Section B
- ☐ Transferring a bilingual designation to another position or department – Complete Section C
- ☐ Removing the bilingual designation – Complete Section D
- ☐ Abolishing a position – Complete Section D

Section A - Adding a new position

Please explain how the position serves the Acadian and Francophone community (ACF) considering the following:

- Is the service in line with priority area(s) as defined by the ACF?
- Who is the clientele served (composition, location and language preferences of target audiences)?
- Is there an impact on the welfare, safety and/or security of the general public?
- Is the nature of the service being provided a result of legislative or regulatory requirements?
- Is the intent to build French-language capacity to respond to existing or increasing requests

Section B - Changing a unilingual position to a designated bilingual position*

Please explain why this change is being requested:

- Is the incumbent or are other staff members in the department/division/section bilingual?
- There is a staff member who is already responsible for delivering services in French but who is not currently in a designated position
- There is an ability to provide services in French in another manner

*As indicated in article 3.03 of the Subsection 6.01A DESIGNATION OF BILINGUAL POSITIONS of the Human Resource Policy and Procedure Manual, the employing authority shall advise the incumbent in a newly designated bilingual position of the changes being proposed. The incumbent shall also be advised in writing of the impacts on their job requirements with respect to French language services. A revised position questionnaire must also be provided to the incumbent.

Section C - Transferring a bilingual designation to another position or department*

If a designated bilingual position is moved to another department/division/section due to restructuring or corporate reorganization, explain how the department will still be able to offer French language services adequately with the remaining staff.

- Some remaining staff members have an Advanced or higher level of French oral proficiency
- A similar position could be designated as bilingual so services can continue to be provided in French, or
- All of the French language services offered by the designated bilingual position are to be moved along with the incumbent

Please note that when transferring a bilingual designation to another position, a Designated Bilingual Position Status Form needs to be completed for each position. Complete Section B on a second form for the position to be designated.

* As indicated in the article 3.03 of the Subsection 6.01A DESIGNATION OF BILINGUAL POSITIONS of the Human Resource Policy and Procedure Manual, the employing authority shall advise the incumbent in a newly designated bilingual position of the changes being proposed. The incumbent shall also be advised in writing of the impacts on their job requirements with respect to French language services. A revised position questionnaire must also be provided to the incumbent.

Section D - Removing the bilingual designation or abolishing a position

Removing the bilingual designation should not be considered unless the designation cannot be transferred to another position to maintain or increase the delivery of services in French.

Describe how the services provided by the designated bilingual positions will be adequately delivered if the designation of the position is removed or the designated position is abolished.

Deputy Minister or CEO approval

Nicholas Faubert, Director of Acadian and Francophone Affairs

Date: _____

Date: _____

cc Tara McGuirk, Bilingual Manager of French Language Services
and the French Language Services Coordinator in your area