

## **Human Resources Policies & Guidelines**

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Section:	2	Staffing
Subsection:	2.1.4	<b>FRENCH LANGUAGE SERVICES</b>
Type:		Guideline
Effective Date:		January 1, 2010

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### **INTENT**

When recruiting for a designated bilingual position, it must be filled with a bilingual candidate. The staffing process is undertaken in the same way as for any other position except that they shall look for an individual who meets the language requirement of the position.

### **APPLICATION**

The first step in providing French language services is to identify services and offices requiring bilingual employees. Once this is done, the manager designates bilingual positions along with back-up positions.

### **PRACTICES**

The selection board and the department French Language Services (FLS) Coordinator work together to determine the best strategy for recruiting employees who are sufficiently bilingual.

There are three options for filling designated bilingual positions:

- recruiting a bilingual person to fill a vacancy in a designated position;
- transferring a non-bilingual employee in order to create a vacancy which would be filled by recruiting a bilingual person; or
- upgrading the French language skills of an existing employee.

The [French Language Services Policy](#) requires departments to use the French-language media to advertise positions where French is a requirement or an asset.

The selection board should include a qualified bilingual person able to assess the language proficiency of candidates if it is a bilingual position or if language is being assessed to ensure that the candidate has the required proficiency to provide “comparable service.”

For designated bilingual positions, language proficiency is a condition of employment. When efforts to recruit a qualified bilingual person for the designated position have been unsuccessful, management can require a new appointee to a designated position to establish and maintain a specific level of proficiency in French. This requirement should be outlined in the letter of offer. The new

## **Human Resources Policies & Guidelines**

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employee's French language ability should be assessed before the probationary period ends.

The letter of offer should be written in the official language(s) used in the letter of application.

### **ROLES AND RESPONSIBILITIES**

#### **Civil Service Commission**

Monitor application of the policy through the staffing audit process.

#### **Human Resource Practitioners**

Ensure application of the policy in the staffing process.

### **RELATED POLICIES or GUIDELINES**

#### [French Language Services Policy](#)

French Language Services Guideline No. 6

### **AUTHORITY**

*The Manitoba Act (1870)*

French Language Services (FLS) Policy tabled in Legislature – Nov. 6, 1989

[French Language Services Policy](#) – revised 7 approved by Cabinet – March 10, 1999

Civil Service Commission Minute CSC 14-09/10-7

### **FREQUENTLY ASKED QUESTIONS**

1. What is the French Language Services Policy?

The French Language Services Policy states that the services provided by the Government of Manitoba shall be offered, to the extent possible, in both official languages in areas where the French-speaking population is concentrated. French Language Services are the written, verbal and audio-visual communications in the French language by which a government department provides information or assistance to the members of the Francophone community in Manitoba.

The purpose of the policy is to allow Manitoba's French-speaking population to access comparable government services in the language of the laws of Manitoba. The FLS Policy contributes to the development of the province's Francophone community. Further, by

## **Human Resources Policies & Guidelines**

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employing bilingual staff, the government is able to act as an important link with Francophone regions throughout Canada and the world.

2. What is the basis for the French Language Services Policy?

The basis of the French Language Services Policy is *The Manitoba Act(1870)* which gives equal status to English and French as languages to be used in the Manitoba Legislative Assembly and in the courts. The Manitoba government's French Language Services Policy recognizes the fact that the French-speaking population of Manitoba is a constituent part of one of the fundamental characteristics of Canada.

3. Is a bilingual employee paid more than other staff?

No, bilingual employees receive no additional pay.

4. Where can you find more information on French Language Services?

For more information about French language services in the Government of Manitoba, see the French Language Services Policy or the Guidelines Manual for the implementation of FLS.

You may contact:

Francophone Affairs Secretariat  
Room 46 – Legislative Building  
Winnipeg, MB R3C 0V8  
Phone: (204) 945-4915  
Fax: (204) 948-2015  
Website: [www.gov.mb.ca/fls-slf](http://www.gov.mb.ca/fls-slf)

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