



1. Statement of Policy

The Government of the Northwest Territories will establish a Department called the Department of Human Resources, under the direction of a Minister.

Mandate

The mandate of the Minister and the Department is to provide leadership and direction to the Government of the Northwest Territories, its boards and agencies, in all areas of human resource management.

2. Principles

In directing the Department of Human Resources to carry out its mandate, the Minister will adhere to the following principles:

- (1) Management of the Government of the Northwest Territories' public service should be consistent with, and supportive of, Government of the Northwest Territories legislation, policies, strategic planning, programs, and services.
- (2) The Government of the Northwest Territories should support excellence in the public service through the delivery of innovative, quality human resource services.
- (3) The Government of the Northwest Territories' public service should be representative of the diverse population of the Northwest Territories.
- (4) Employment practices should be fair and characterized by reasonableness, consistency and the absence of bias and harassment.
- (5) Human resource policies should ensure equality of treatment, address genuine disadvantage and be easily understood.



3. Scope

This Policy applies to all employees of the Government of the Northwest Territories.

4. Authority and Accountability

(1) General

This Policy is issued under the authority of the Executive Council. The authority to make exceptions and approve revisions to this Policy rests with the Executive Council. Authority and accountability is further defined as follows:

(a) Minister

The Minister of Human Resources (the Minister) is accountable to the Executive Council for the implementation of this Policy.

(b) Deputy Minister

The Deputy Minister of Human Resources (the Deputy Minister) is accountable to the Minister for the administration of this Policy.

(2) Specific

(a) Executive Council

The Executive Council may approve a change to the mandate of the Department of Human Resources.

(b) Financial Management Board

The Financial Management Board may approve policies, plans and strategies specific to the mandate of the Department of Human Resources.



(c) Minister

The Minister is:

- (i) responsible for carrying out the mandate of the Department of Human Resources and shall preside over the operation of the Department; and
- (ii) authorized to carry out the duties described in this Policy in a manner the Minister deems appropriate for the efficient and economical fulfillment of the Department's mandate.

(d) Deputy Minister

The Deputy Minister is:

- (i) responsible for the management of the Department of Human Resources including the planning, administration and other functions necessary to fulfill the Department's mandate;
- (ii) is accountable to the Minister for the proper conduct of the business of the Department.

5. Provisions

(1) Mandate Establishment

Pursuant to the Government Organization Policy, the mandate, including the authority, responsibilities and functions, of the Minister and the Department of Human Resources, is established in this Policy.

(2) Duties of the Minister

The Minister shall develop and carry out programs and services of the Department of Human Resources as may be appropriate to fulfill the mandate of the Minister and the Department.



The Minister of the Department of Human Resources shall have charge of and be responsible for:

- (a) Providing assistance, support and advice to the Executive Council, Financial Management Board and all departments, boards and agencies of the Government of the Northwest Territories in matters related to labour relations functions.
 - (b) Developing, for Financial Management Board approval, a policy framework to promote and facilitate a good working environment for all Government of the Northwest Territories employees.
 - (c) Monitoring compliance and efficiency of Government of the Northwest Territories legislation, policies, and strategies specific to human resource management.
 - (d) Developing terms and conditions of employment for Government of the Northwest Territories employees.
 - (e) Providing personnel systems related to job evaluation and organizational design functions.
 - (f) Providing a policy framework and advice related to benefits administration and job evaluation, including organizational design implications for job evaluation.
 - (g) Providing payroll and human resource management system services to the Government of the Northwest Territories.
 - (h) Leading, coordinating and supporting the territorial public service, including recruitment, retention and human resource management planning.
- (3) Administration

The Department of Human Resources shall be administered in such a manner as to ensure that government requirements as expressed in statutes, acts, agreements, regulations, policies and directives are satisfied.



6. Prerogative of the Executive Council

Nothing in this Policy shall in any way be construed to limit the prerogative of the Executive Council to make decisions or take action respecting the Department of Human Resources outside the provisions of this Policy.

Premier and
Chairman of the Executive Council