



Government  
of Canada

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du Canada



Canada

*Knowledge Circle for Indigenous Inclusion's*  
**Welcome Bundle**  
**For New Indigenous Employees**





# A message from the Knowledge Circle for Indigenous Inclusion (KCII)'s Senior Executive and the Indigenous Champion



Welcome to the Government! We are pleased that you have chosen to join the Federal Public Service (FPS). Your contribution to this organization will be an important component of our overall success.

We hope this guide will help you get acquainted with your new work environment and serve as a reference for future questions. It contains information about KCII's mandate; it outlines the different roles for onboarding; and provides you with programs, circles, links, and resources, available to you. This manual is just

one of many sources of information at your disposal. Amongst others, you can refer to your terms and conditions of employment, your collective agreement, and your manager.

As part of the Government of Canada's Reconciliation Agenda and in response to the Many Voices, One Mind (MVOM) report, KCII is supporting efforts to advance reconciliation through a renewed relationship with First Nation, Inuit and Métis Indigenous federal public service employees that demonstrates respect, recognition, partnership, and cultural relevance. We are also committed to fostering a safe and supportive work environment founded on principles of ethical space and cultural safety.

Work-life in the FPS is rich with opportunities to grow and develop as a public servant. KCII has many Talent Management initiatives to help you with your professional journey. Don't hesitate to reach out to us. [csia-kcii@sac-isc.gc.ca](mailto:csia-kcii@sac-isc.gc.ca) We hope that you find this guide to be both informative and useful. Once again, welcome!



**Anna Fontaine**  
Senior Executive Director  
Knowledge Circle for  
Indigenous Inclusion



**Gina Wilson**  
Deputy Minister  
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Canada



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Special thanks to Canadian Heritage for the use of the title 'Welcome Bundle'





## GETTING TO KNOW US

### Land Acknowledgement <https://geo.sac-isc.gc.ca/cippn-fnpim/index-eng.html>

In the spirit of unity and friendship, we encourage employees to acknowledge and honor the land and protocols of Indigenous people of the territory on which you live and work; and respectively recognize the contributions of First Nations, Inuit and Metis people.



If you do not know the traditional territory on which you reside you can find information here [Native-Land.ca](http://Native-Land.ca) | [Our home on native land](http://Our home on native land) Also see, Canada School of Public Service: [Territorial Acknowledgement \(IRA1-V42\) - CSPS \(csps-efpc.gc.ca\)](http://Territorial Acknowledgement (IRA1-V42) - CSPS (csps-efpc.gc.ca))

### Many Voices One Mind: A Pathway to Reconciliation Report and Action Plan

On December 4, 2017, the Clerk of the Privy Council announced Many Voices One Mind: A Pathway to Reconciliation (MVOM) as a whole-of-government strategy for Indigenous recruitment and retention in the public service. [Many Voices One Mind: a Pathway to Reconciliation - Canada.ca](http://Many Voices One Mind: a Pathway to Reconciliation - Canada.ca) includes the following objectives:

- Encourage and support Indigenous Peoples to join the Public Service
- Address bias, racism, and harassment, and improve cultural competence
- Address training, development, and career advancement concerns
- Manage Indigenous talent and promote advancement within the EX group
- Support, engage and communicate with Indigenous employees and partners



## **Knowledge Circle for Indigenous Inclusion (KCII)**

Check us out on GC Exchange: [Welcome - Bienvenue \(sharepoint.com\)](https://www.sharepoint.com/Welcome-Bienvenue)



### **Mandate**

- Supporting the Champion for Indigenous Federal Employees and the implementation of the Many Voices One Mind Action Plan (MVOM) for Indigenous inclusion
- Leveraging cultural competency, encouraging collaboration, and enhancing coherence



### **Vision**

- A Federal Public Service that welcomes, respects, and supports Indigenous Peoples with their public service career



### **Objectives to support the achievement of MVOM Outcomes**

- Provide culturally competent guidance, advice and support to Public Service managers and Indigenous employee
- Establish safe spaces for conversations to support workplace wellbeing for Indigenous employees
- Engage and communicate with Indigenous employees and partners to support transformational change for Indigenous inclusion
- Monitor and report on progress and results of MVOM action plan, share established and emerging promising practices, and conduct research and analysis in partnership with key organizations



## KCII's Indigenous Talent Resource Center (ITRC)

Recruitment

Retention

Career  
Progression

Talent  
Management

### ⊗ **Indigenous Career Navigators Program (ICNP)**



The ICNP supports Indigenous employees working in the federal

public service from coast to coast, to coast offering services in a culturally safe/responsive manner. ICNP offers advice and guidance to help navigate their career from a recruitment, retention, professional development, and career advancement perspective. The ICNP is also available to support managers seeking to recruit and/or support Indigenous employees with their career aspirations.

### **What can Indigenous Navigators do for you?**

- Offer career advice and guidance.
- Help Indigenous employees map out career paths.
- Assist Indigenous employees in creating their learning plan.
- Provide Indigenous employees with information on how staffing processes work and providing advice on how to participate on a specific process.
- Help Indigenous employees draft their resume and cover letters.
- Help Indigenous employees to prepare for interviews and exams, including mock interviews.
- Provide information on Indigenous developmental and learning programs that exist in the federal government as well as any professional services such as mentoring programs.
- Attend career fairs and student recruitment events
- Assist hiring managers find their right fit Indigenous candidates by maintaining an inventory of potential candidates as well as working with central agencies who also maintain such lists.
- Assist managers looking for guidance on how to support their Indigenous employees with their career path.
- Help Indigenous peoples outside of government seeking employment opportunities within government by identifying and assisting them in applying for such opportunities.



Get connected with an Indigenous Career Navigator by contacting our generic email at [crtc-itrc@sac-isc.gc.ca](mailto:crtc-itrc@sac-isc.gc.ca)

### ⊗ **Indigenous Student Outreach Initiative (ISOI)**

The Indigenous Career Navigators Program helps Indigenous post-secondary students and recent graduates join the federal public service.

#### **What can Indigenous Navigators do for you?**

- Provide career advice and guidance;
- Help students:
  - Draft resume and cover letter;
  - Understand how staffing processes work and how to succeed at them
  - Prepare for interviews and exams
  - Create a learning plan
- Provide information on Indigenous career development and learning programs in the federal government.
- Share resumes with hiring managers

#### **Applicant must either be:**

- Current First Nation, Inuit, or Metis post-secondary student, or
- A newly graduated Indigenous student

Get connected with an Indigenous Career Navigator by contacting our generic email at: [crtc-itrc@sac-isc.gc.ca](mailto:crtc-itrc@sac-isc.gc.ca)

### ⊗ **Indigenous EX-Talent Referral Service**

The Many Voices, One Mind Action Plan identified gaps of Indigenous employees at the executive levels. To address gaps and respond to the increasing requests the Knowledge Circle for Indigenous Inclusion (KCII) receives for Indigenous EX referrals, KCII created the Indigenous EX-Talent Referral Service.



- To qualify for Referral Service, you must be an Indigenous employee and be:
  - At the EX-01, EX-02 or EX-03 level or;
  - In an EX-01 pool or;
  - An EX minus 01 aspiring to the EX-cadre

**Senior Managers** – can request names and resumes of Indigenous candidates for EX-01, 02 and 03 staffing opportunities. Please contact Michèle Elliott, the Director of KCII's Indigenous Talent Resource Centre (ITRC), at [michele.elliott@sac-isc.gc.ca](mailto:michele.elliott@sac-isc.gc.ca)

**Indigenous EX employees** – to be part of KCII ITRC's Indigenous EX-Talent Referral Service, please send resume to Michèle Elliott at [michele.elliott@sac-isc.gc.ca](mailto:michele.elliott@sac-isc.gc.ca)

#### ⊗ **Indigenous Coaching and Counseling Circle (ICCC)**

The Knowledge Circle for Indigenous Inclusion (KCII) is offering access to executive coaching and counselling services from a culturally competent cadre of Indigenous coaches to Indigenous employees whose departments do not have MOUs with the PSC.

- Coaching and counselling is available to:
  - Indigenous Executives at the EX-01, EX-02 and EX-03 levels;
  - as well as to those aspiring to the EX-01 cadre (EX minus 1).

To access coaching and counselling service through the ICCC, Indigenous employees can contact Michèle Elliott, the Director of KCII's Indigenous Talent Resource Centre (ITRC), at [michele.elliott@sac-isc.gc.ca](mailto:michele.elliott@sac-isc.gc.ca) or our generic email [crta-itrc@sac-isc.gc.ca](mailto:crta-itrc@sac-isc.gc.ca).

#### ⊗ **Indigenous Speakers and Ambassadors Circle (ISAC)**

The Indigenous Speaker and Ambassadors Circle (ISAC) consists of First Nation, Métis and Inuit public servants who volunteer their time for presentations or panel discussion on Indigenous topics.

- Serves as a primary enterprise-wide resource and Circle of Indigenous Speakers and Ambassadors committed to ensuring Indigenous voices are shaping the transformation of the federal public service and the inclusive leadership required towards a more





welcoming, respectful and supportive workplace for current and future Indigenous employees;

- Provides a central point of contact to respond to organizational requests for speakers who are skilled in sharing their professional/lived experience and testimony, as well as provides empowered advice and perspectives for Indigenous inclusion priorities.

KCII is often asked by various government organizations for the name(s) of employee(s), from entry level to the executive ranks, who can participate in events being organized within their organizations for the benefit of their employees.

If interested in volunteering your time to speak at events or to be part and/or panel discussions OR if planning an event and seeking Indigenous speakers, please contact KCII's Indigenous Talent Resource Centre at [crra-itrc@sac-isc.gc.ca](mailto:crra-itrc@sac-isc.gc.ca)



**Merci / Thank you / Ekosani / Miigwech / Meegwetch / Mahseecho / Mutna / Wopida / Hei Hei / Marci Cho / ᑦᑳᑲᑦ ᑭᑦᑲᑦᑲᑦ / Quanaqqutit / Nakurmik / Kukwstsétsemc / Woliwun / Tshinashkumitin**



## GETTING TO KNOW WHO YOU WORK FOR

### ⊗ Your New Job



The Treasury Board of Canada Secretariat (TBS) is the employer and general manager of the Public Service. TBS establishes the terms and conditions under which the Public Service recruits and retains its employees.

### ⊗ Terms and Conditions of Employment



The Policy on Terms and Conditions of Employment provides guidance to ensure the fair, accurate, consistent, transparent, and timely application of terms and conditions of employment throughout the core public administration.

[Directive on Terms and Conditions of Employment- Canada.ca](https://www.canada.ca/en/treasury-board-secretariat/services/employment-conditions-terms-directive.html)

The Terms and Conditions of Employment for Students policy applies to all students.

[Directive on Terms and Conditions of Employment for Students- Canada.ca](https://www.canada.ca/en/treasury-board-secretariat/services/employment-conditions-terms-directive.html)

### ⊗ Occupational Groups



The Occupational Group structure shows how work is organized in the core public administration of the federal public service. Occupational groups have a two-letter abbreviation based on their title. Each group has a definition that is included in a number of policy documents.

[Occupational groups for the public service - Canada.ca](https://www.canada.ca/en/treasury-board-secretariat/services/occupational-groups.html)

Each occupational group in the Public Service (PS) has a salary structure established by Treasury Board Secretariat (TBS). Pay increments are normally set on a yearly schedule and are determined by the collective agreement or terms and conditions of employment. Access the Rates of Pay for Government of Canada employees, including employees represented by a union, senior excluded and unrepresented employees, and students.

### ⊗ Your Pay



As the employer for the Public Service, TBS sets pay rates and manages collective bargaining.



Pay administration services are provided by the Public Service Pay Centre in Miramichi, New Brunswick. The Pay Centre is a one-stop shop that provides online resources as well as individual support for all your pay and pension needs. The Pay Centre can be reached at **1-855-686-4729**

[Contact the Client Contact Centre - Canada.ca \(tpsgc-pwgsc.gc.ca\)](https://www.canada.ca/tpsgc-pwgsc.gc.ca)

[Frequently asked questions - Canada.ca \(tpsgc-pwgsc.gc.ca\)](https://www.canada.ca/tpsgc-pwgsc.gc.ca)

[Pay system and services - Canada.ca \(tpsgc-pwgsc.gc.ca\)](https://www.canada.ca/tpsgc-pwgsc.gc.ca)

[Rates of pay for public service employees \(canada.ca\)](https://www.canada.ca)

[Rates of pay for certain excluded and unrepresented groups and levels - Canada.ca](https://www.canada.ca)

[Student rates of pay – Effective May 1, 2024 - Canada.ca](https://www.canada.ca)

### ⊗ **Do you know how public service pay works?**

- As an employee, you receive payment in arrears. This means you get paid for the weeks you have already worked.
- Payday is every second Wednesday, and your pay is for work completed up to and including the end of the day two Wednesdays before. This means that you are paid for 10 days, from Thursday to Wednesday, for work that concluded two weeks previously.
- To determine your gross bi-weekly pay (before deductions), divide your annual salary by 26.088.
- The government uses direct deposit to transfer your pay to your bank account. Using direct deposit is a condition of employment. Exceptions may be made only if there is a specific reason why you cannot use direct deposit.
- For additional information visit: [How public service pay works - Canada.ca \(tpsgc-pwgsc.gc.ca\)](https://www.canada.ca/tpsgc-pwgsc.gc.ca)
- If you are not getting paid, contact your manager immediately they may be able to explore emergency pay in certain situations.

### ⊗ **Pay, Pension and Benefits**



Find out about Pay, Pension and Benefits, including leave provisions, the pension plan and benefits in the public service.

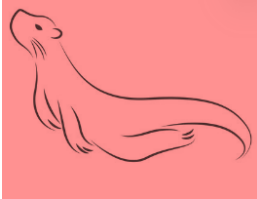
[New to the public service - Pension - Canada.ca](https://www.canada.ca)

[Pay, pension and benefits - Canada.ca](https://www.canada.ca)



To reach the Pension Centre, call **1-800-561-7930** or [Contact the Government of Canada Pension Centre - Pension Services - Pay and Pension Services for Government Employees - PSPC \(tps-gc-pwgsc.gc.ca\)](https://www.tpsgc-pwgsc.gc.ca)

### ⊗ **Collective Agreement**



Your collective agreement (or if you are an excluded/unrepresented employee, a casual worker, term less than three months or student, the terms and conditions of employment are applicable for you) contains important information about your employment, including rates of pay, hours of work, holidays, and types of leave.

**For example, to learn about leave for Traditional Indigenous Practices consult your appropriate collective agreement.** [Collective agreements for the public service- Canada.ca](https://www.canada.ca)

### ⊗ **Union Representation**



Most employees, with the exception of those in management positions and unrepresented groups, are represented by one of three unions ( see list below or visit [Occupational groups by bargaining agent representation - Canada.ca](https://www.canada.ca) ) To become more familiar with the union that represents your occupational group, please visit the relevant union website

- Canadian Association of Professional Employees (CAPE)  
[CAPE | About CAPE \(acep-cape.ca\)](https://www.acep-cape.ca)
- Professional Institute of the Public Service of Canada (PIPSC)  
[The Professional Institute of the Public Service of Canada \(PIPSC\)](https://www.pipsc.ca)
- Public Service Alliance of Canada (PSAC)  
[Public Service Alliance of Canada \(psacunion.ca\)](https://www.psa.union.ca)

### ⊗ **Your Government Performance, Learning and Development**



#### [Performance Management, Directive on](#)

This directive provides direction to head of human resources and managers on the management of employee performance in the core public administration.



**Performance and Talent Management for Executives, Directive on**

The directive explains the responsibilities of heads of human resources and managers for effective performance management and talent management of executives across the core public administration. The directive includes standards for performance agreements, learning and development plans, mid-year performance reviews, performance assessments and talent assessments.

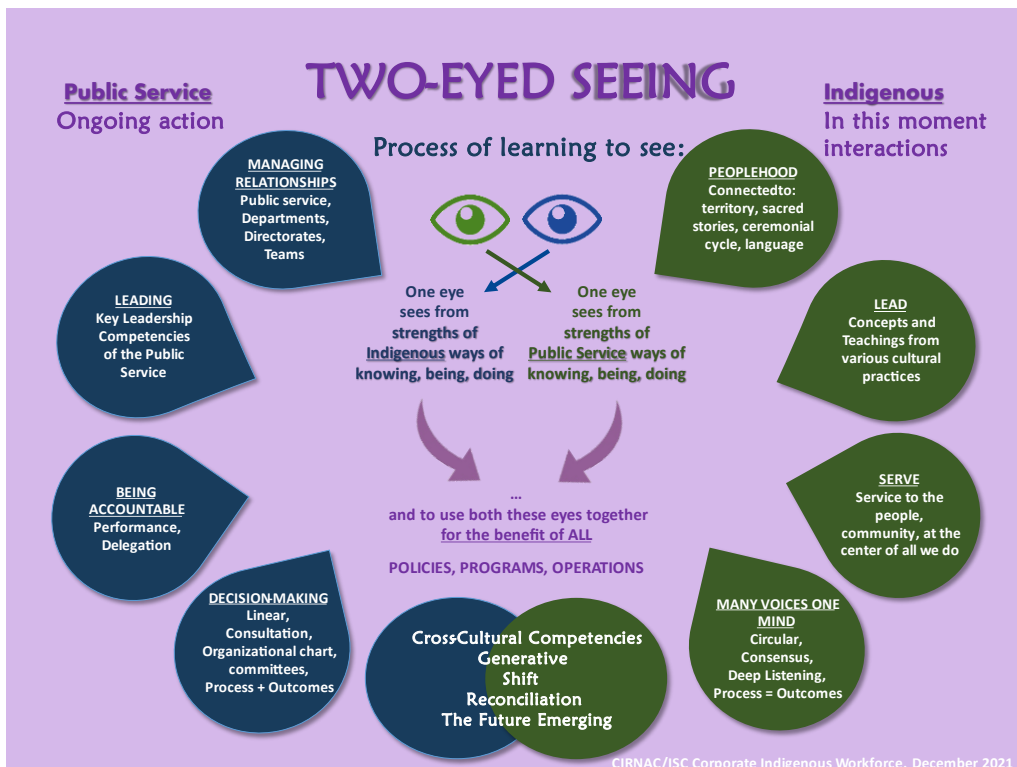
**⊗ Tools for networking and collaboration**



**GcTools allows government employees to work through various online tools:**

- [Home - GCintranet \(canada.ca\)](#) Government of Canada's collection of employee resources
- [GCconnex](#) a collaboration platform for public servants
- [GCcollab](#) a collaboration platform for public servants and Canadians
- [GCcollab](#) the Government of Canada employee directory

**⊗ Government Values connection to Indigenous Values**





## ONBOARDING CHECKLIST

<b>First Day, First Week, and Beyond...</b>	
Your first day will mark the beginning of a significant period of adjustment for you. It can feel simultaneously exciting and overwhelming, as you are introduced to new people, processes, and systems, as well as the new physical environment and organizational structure in which you will now work.	
<b>First Day Essentials</b>	
<input type="checkbox"/>	On your first day bring identification with you to obtain a temporary access card to your building from security (valid ID with photo: Driver's licence, school ID card, etc.)
<input type="checkbox"/>	Your manager may assign a peer mentor to assist with your orientation and onboarding.
<input type="checkbox"/>	Meet your manager (or peer mentor) at the front entrance of the building.
<input type="checkbox"/>	You will be shown your workspace and your manager (or peer mentor) will discuss the plan for the day.
<input type="checkbox"/>	You will be introduced to your new colleagues and executives.
<input type="checkbox"/>	<input type="checkbox"/> Your manager will meet with you and discuss the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Your job duties, expectations, and reporting.</li> <li><input type="checkbox"/> Office norms, including, working hours, administrative procedures, any workplace sensitivities/allergies etc.</li> <li><input type="checkbox"/> Review your letter of offer and complete several forms, including: <ul style="list-style-type: none"> <li>• Pay Action Request (PAR) form (your manager will complete sections 2-4);</li> <li>• Employee Personal Documentation</li> <li>• Self-Identification Form</li> <li>• Direct Deposit Enrolment Request form (mandatory for all employees);</li> <li>• Tax forms <a href="#">TD1 2024 Personal Tax Credits Return - Canada.ca</a></li> </ul> </li> </ul>
<input type="checkbox"/>	You will take an oath or solemn affirmation (new employees to the public service and first-time students)
<input type="checkbox"/>	Your manager (or peer mentor) will give you a tour of the workplace (e.g. fire exits, washrooms, kitchen, cafeteria etc.)
<input type="checkbox"/>	Your manager (or peer mentor) will escort you to pick up your Identification and Access Card from security.
<input type="checkbox"/>	You Will receive your laptop
<b>Week One – Three</b>	



<p>After the buzz of excitement from your first days, you should now start to focus on building your knowledge of internal processes, policies, procedures, and performance expectations and start to settle into your new work environment.</p>	
<input type="checkbox"/>	Review your job description and clarify your role, responsibilities, expectations, and initial assignment/projects with your manager.
<input type="checkbox"/>	Activate your myKEY which is required to access your pay stubs, compensation information etc.
<input type="checkbox"/>	Once you have your myKEY log into MyGCpay, and be sure to check the following: <ul style="list-style-type: none"> <li>• Validate your section 34 manager</li> <li>• Validate your name and address</li> <li>• Set up your MyGCHR account which will allow you to submit leave requests and have them approved by your manager.</li> </ul>
<input type="checkbox"/>	Set up your online accounts to access GCTools, which includes: GCintranet, GCpedia, GCconnex, GCdirectory which help government employees connect and collaborate. <a href="http://Home-GCintranet(canada.ca)">Home - GCintranet (canada.ca)</a> and <a href="http://Getting Started : Support - Soutien (gctools-outilsgc.ca)">Getting Started : Support - Soutien (gctools-outilsgc.ca)</a> , Register for a GCconnex account and request to join group Log in <a href="http://GCconnex">GCconnex</a>
<input type="checkbox"/>	Create an account with the Canada School of Public Service (CSPS) <a href="http://Create your account (csps-efpc.gc.ca)">Create your account (csps-efpc.gc.ca)</a>
<input type="checkbox"/>	Register for your eligible benefits through the Public Service Health Care Plan (Canada Life) ) <a href="http://Public Service Health Care Plan (PSHCP) Members Site (canadalife.com)">Public Service Health Care Plan (PSHCP) Members Site (canadalife.com)</a>
<input type="checkbox"/>	You may be provided with a list of useful contacts, including Administrative, HR, the Pay Centre, and others.
<input type="checkbox"/>	Your manager will meet with you to discuss your performance objectives and learning plans for the year. Familiarize yourself with the Performance Management Process in order to prepare for this discussion.
<input type="checkbox"/>	Double-check to make sure that you are included on all relevant contact and distribution lists.
<input type="checkbox"/>	Be proactive and begin initiating one-on-one meetings with key colleagues that directly link to your work to better understand what they do and how to work with them.
<input type="checkbox"/>	Your manager (or peer mentor) may want to discuss with you key government-wide policies (business continuity, Access to Information and Privacy, etc.)
<p><b>Training and Key Documents</b></p> <p>Read the following during your first days:</p>	
<input type="checkbox"/>	Values and Ethics Code <a href="http://Values and Ethics Code for the Public Sector- Canada.ca">Values and Ethics Code for the Public Sector- Canada.ca</a>
<input type="checkbox"/>	New employees are encouraged to visit their departmental and branch intranet pages



<input type="checkbox"/>	<p>Complete the Indigenous Learning Series available through the Canada School of Public Service (within the first year).</p>
<input type="checkbox"/>	<p>Familiarize yourself with these documents which are extremely important and an integral part of your understanding of the topics you will encounter:</p> <ul style="list-style-type: none"> <li>o Truth and Reconciliation Commission <a href="http://rcaanc-cirnac.gc.ca">Truth and Reconciliation Commission of Canada (rcaanc-cirnac.gc.ca)</a></li> <li>o Final Report: Missing and Murdered Indigenous Women and Girls <a href="http://mmiwg2splus-nationalactionplan.ca">National Action Plan (mmiwg2splus-nationalactionplan.ca)</a></li> <li>o United Nations Declaration on the Rights of Indigenous Peoples <a href="http://un.org">United Nations Declaration on the Rights of Indigenous Peoples</a></li> <li>o Jordan's Principle <a href="http://sac-isc.gc.ca">Jordan's Principle (sac-isc.gc.ca)</a></li> <li>o Many Voices, One Mind: A Path to Reconciliation <a href="http://manyvoicesone.ca">Many Voices One Mind: a Pathway to Reconciliation - Canada.ca</a></li> <li>o Clerk's Call To Action <a href="http://privy.council.gc.ca">Call to Action on Anti-Racism, Equity, and Inclusion in the Federal Public Service - Privy Council Office - Canada.ca</a></li> </ul> <p>**Caution: Some of the above material may trigger distress. If so, please see Section on Wellness Supports.</p>
<input type="checkbox"/>	<p>If you are new to the Public Service, register for required training (Values and Ethics Foundation For Employees (FON301); Who We Work For (FON304); HR-to-Pay for Employees (FON308) and Demystifying Your Pay Stub (COR105); as well as the other recommended training for new employees. <a href="http://csps-efpc.gc.ca">Canada School of Public Service - CSPS (csps-efpc.gc.ca)</a></p>
<input type="checkbox"/>	<p>Familiarize yourself with the Career Pathways for Indigenous Employees <a href="http://canada.ca">Career pathways for Indigenous employees (canada.ca)</a></p>
<p><b>One Month and Beyond</b></p> <p>You have no doubt learned a lot during these first few months. Hopefully, you have a good handle on what is expected of you formalized through a performance agreement. You've gained some momentum in producing deliverables and built rapport with peers as go-to individuals. We hope you are feeling confident and engaged in your new role as you continue to learn.</p>	
<input type="checkbox"/>	<p>Revisit work objectives with your manager – they should provide you with meaningful feedback on your performance to date.</p>
<input type="checkbox"/>	<p>Highlight any concerns you may have with your manager about your role or the workplace.</p>
<input type="checkbox"/>	<p>Ensure you have completed all mandatory training and follow-up on suggested learning activities discussed as part of your learning plan. <a href="http://csps-efpc.gc.ca">About the School's new learning platform - CSPS (csps-efpc.gc.ca)</a></p>





<input type="checkbox"/>	Discuss professional development and networking opportunities with your manager (or peer support).
<input type="checkbox"/>	Provide feedback to your manager on the onboarding process and let them know of any concerns that you may have.
<input type="checkbox"/>	At the end of the fiscal year your manager will conduct a year-end performance assessment with you based on your performance objectives. <a href="#">My learning plan and performance management agreement (canada.ca)</a>
<input type="checkbox"/>	Communicate with various networks within departments: Indigenous Employee Network; LGBTQ2; Accessibility Network <a href="#">GC Diversity Networks - Réseaux de la diversité-du GC - wiki (gccollab.ca)</a>

## INDIGENOUS EMPLOYEE CAREER DEVELOPMENT RESOURCES

### ⊗ **KCII'S Career Road Map**

Link : <https://intranet.canada.ca/cdl-dca/cpie-ccea/index-eng.asp> Provides an overarching guide for Indigenous employees to acquire essentials skills and knowledge for the development of their career from entry level through to aspiring / new executive levels.

- Complements other career development tools / resources
- Assists Indigenous employees, enrich their conversations with their supervisors / managers during mid-year and annual performance review discussions



### ⊗ **Office of The Chief Human Resources Officer (OCHRO) Federal Speakers' Forum**



[Federal Speakers' Forum on Lived Experience - Canada.ca](#) is a platform stemming from the Centre on Diversity and Inclusion at the Treasury Board of Canada Secretariat. The Knowledge Circle on Indigenous Inclusion (KCII) supports the work the Forum is doing and together we will continue to work collaboratively to highlight First Nation, Inuit and Métis voices across the public service.

The Forum assembles speakers across the federal public service who have a story to share from their lived experience. This platform aims to go beyond survey data and share the



realities that employment equity and equity seeking groups experience and feel in the workplace. It aims to open the hearts and minds of public servants, encouraging a shift in culture. The Forum is available to federal organizations across the country. We encourage all interested speakers to reach out and ask how they can be part of the Forum. For those who prefer not to be listed on the website, the team is happy to accommodate you.

**If you have any questions about the Speakers' Forum, please contact [Speakers-Conferenciers@tbs-sct.gc.ca](mailto:Speakers-Conferenciers@tbs-sct.gc.ca)**

⊗ **Federal Youth Network (FYN)**



Federal Youth Network is the national network for young and new public servants across the Public Service of Canada

[Federal Youth Network/Home ENG - wiki \(gccollab.ca\)](http://gccollab.ca)

⊗ **Indigenous Center of Expertise (ICoE) at the Public Service Commission (PSC)**

The Indigenous Centre of Expertise provides advice, recommendations and support to federal public service partners on the employment of Indigenous peoples in order to improve their representation and to influence culture change. [Government of Canada jobs for Indigenous people - Canada.ca](http://Government of Canada jobs for Indigenous people - Canada.ca)

⊗ **Indigenous Career Pathways (ICP)**

The Public Service Commission of Canada and their Indigenous Centre of Expertise would love to showcase you as a bridgeable grad on their ICP list. This website facilitates the matching between hiring managers and Indigenous talent that is ready to be bridged.



[Indigenous Career Pathways – List of Available Indigenous Talents - GCpedia](http://Indigenous Career Pathways – List of Available Indigenous Talents - GCpedia)

⊗ **Indigenous Federal Employees Network (IFEN)**



The Indigenous Federal Employees Network (IFEN) brings together public servants across Canada and to ensure Indigenous public servants have access to an interdepartmental community that is healthy, inclusive and supportive. [Indigenous Federal Employee Network \(IFEN\) : Indigenous Federal Employee Network \(IFEN\) : GCconnex](http://Indigenous Federal Employee Network (IFEN) : Indigenous Federal Employee Network (IFEN) : GCconnex)



⊗ **Mentoring Plus**

Mentoring Plus was developed to support leadership development, with specific emphasis on supporting members of underrepresented groups who aspire to leadership and executive positions. [Mentorship Plus - Canada.ca](https://www.canada.ca/en/government/public/m/mentoring-plus)



⊗ **Mosaic Leadership Development Program**

Mosaic is a program was developed for equity-seeking public servants who face barriers in career progression. This leadership develop program is for employees at the EX minus 1 level.

[Mosaic Leadership Development program: Overview - Canada.ca](https://www.canada.ca/en/government/public/m/mosaic-leadership-development-program)

## INDIGENOUS WELLNESS RESOURCES

### **INDIGENOUS WELLNESS RESOURCE CENTER (IWRC)**

IWRC-CRBA email: [CRBA-IWRC@sac-isc.gc.ca](mailto:CRBA-IWRC@sac-isc.gc.ca)

GC Exchange site for CRBA-IWRC: [Wellness \(sharepoint.com\)](https://wellness.sharepoint.com)

The **IWRC at KCII** supports federal Indigenous (First Nations, Inuit, Metis and Urban Indigenous) employees and their respective departmental managers by providing strategic and expert advice on Indigenous wellness, mental health and psychological safety as well as the implementation of enterprise-wide Indigenous Wellness Strategy, Wellness Sharing Circles, and Indigenous wellness initiatives, programs, and services that support First Nations Inuit, Metis nation and Urban Indigenous employees. To access this information please check out [Wellness Resources on GCExchange](https://www.sharepoint.com/WellnessResources)

⊗ **Indigenous Wellness Strategy (IWS)**

The Knowledge Circle for Indigenous Inclusion's [Indigenous Wellness Strategy \(IWS\)](https://www.sharepoint.com/IndigenousWellnessStrategy) is a resource tool for managers. KCII created the IWS and Action Plan for 2021-24; and it is now being updated for 2024-27.

The IWS intends to support Indigenous employees and advance federal public service efforts to have access to Indigenous mental health and wellbeing resources that complement and/or enhance other government services. Another aspect of the IWS is to



explore options for Indigenous employees to have access to culturally and spiritually appropriate Indigenous wellness services.

- ⊗ **The Wellness Talking and Sharing Circles Guide** was developed by KCII to support access to safe spaces grounded in culturally relevant and respectful guiding principles. If you are interested in hosting a Talking or Sharing Circle, please refer to the information in the guide on how to request the assistance of KCII. [Wellness Talking and Sharing Circles.](#)

- ⊗ **The Wellness Resource Inventory**

The [Wellness Resource Inventory](#) is a list of wellness resource helplines and links. There are Indigenous specific resources, as well as non-Indigenous resources

## **Spiritual Wellness for Indigenous Employees**

[Spiritual wellness for Indigenous employees \(canada.ca\)](#)

### **National Indian Residential School Crisis Line**

- A National Indian Residential School Crisis Line has been set up to provide support for former Residential School students and those affected

### **The Métis Crisis Line**

- Available 24 hours a day at 1-833-MétisBC: 1-833-638-4722

### **Native Women's Association of Canada (NWAC)**

- Elder Support: toll free at 1-888-664-7808
- Available Monday to Friday 9 to 11 am (ET) and 1 to 3 pm (ET)

### **Nunavut Emergency Services Response**

24 hours: 1-867-979-6262

### **ITK (Inuit Tarpiriit Kanatami) [Inuit Tapiriit Kanatami Home page](#)**

- Their work includes research, advocacy, public outreach and education on the issues affecting our population.



## **Employee Supports**

### **Employee Assistance Program (EAP)**

The Employee Assistance Program (EAP) offered by Employee Assistance Services (EAS) is a free, voluntary, and confidential service offered to employees and their immediate family members. EAP provides assistance with situations such as:

- Marital and family relationships
- Work life balance
- Psychological health (stress, anxiety, burn-out)
- Work-related (conflict, dealing with change)
- In addition, EAP offers advisory services to managers who are confronted with psychosocial situations that are unusual and occur in the workplace.

To reach EAP, call 1-800-268-7708

**TDD/ATME 1-800-567-5803 for the hearing impaired**

**EAP is available 24 hours / 365 days a year anywhere in Canada**

By chat: [Access the EAP Chat \(new\)](#): The chat service is available Monday to Friday, 8:00 am to 7:30 pm (Eastern Time), excluding statutory holidays.

[Health and wellness for public servants](#)

[Centre of Expertise on Mental Health in the Workplace](#)

**LifeSpeak** provides several resources, including an expert-led and bilingual digital library of wellness videos, podcasts and monthly "Ask the Expert" sessions.

To access the Government of Canada account, please consult the [Welcome to LifeSpeak](#) link and use the following access **ID: canada.**

[Mental Health Resources CHMA](#) by region

[Crisis intervention to all Indigenous peoples across Canada](#)

1-855-242-3310

**2SLGBTQ+ Crisis Supports**



### [The Trevor Project](#)

1-866-488-7386

### [E-health](#) by region

### [Distress and Crisis Services Canada](#)

1-833-456-4566

### **Nunavut Emergency Services Response**

24 hours: 1-867-979-6262

## **Indigenous History Month**

June 1<sup>st</sup> to 30<sup>th</sup> is Indigenous History Month is a time to learn, celebrate and honor the cultures and contributions of First Nations, Inuit and Metis. [National Indigenous History Month \(rcaanc-cirnac.gc.ca\)](http://rcaanc-cirnac.gc.ca)

For activities and events happening across Canada around the following dates, please reach out to Knowledge Centre for Indigenous Inclusion (KCII) at [CSIA-KCII@sac-isc.gc.ca](mailto:CSIA-KCII@sac-isc.gc.ca)

- May 5 – [Movement is Medicine](#) 5K Walk/Run/Wheel (In honor of the MMIWG2S)
- May – Indigenous Awareness Week (IAW)
- June 21<sup>st</sup> – National Indigenous Peoples Day
- September 30 – National Day for Truth and Reconciliation

## **Informal Conflict Management System**

An Informal Conflict Management System, or ICMS, is a systematic approach to managing and resolving conflicts in the workplace quickly and constructively. An ICMS supports a culture of effective conflict management that emphasizes honest discussion and collaborative problem solving.

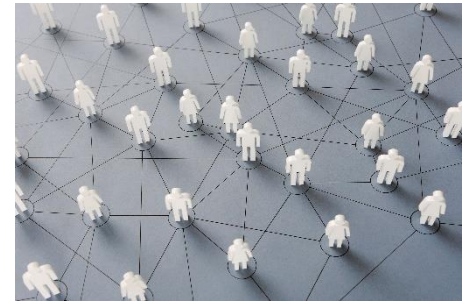
- [Getting to know ICMS better](#)
- [A guide to the key elements of an ICMS](#)
- [Performance Management and the Informal Conflict Management System](#)
- [Federal Informal Conflict Management System \(ICMS\) Network](#)

Consult your organizations ICM for specific information



## Social Media

Employees are encouraged to keep up to date on the latest information through Facebook, LinkedIn, X (formally Twitter) and other accessible social media platforms, such as:



[GCIndigenous | Facebook](#)

[Healthy First Nations and Inuit | Facebook](#)

[GC questions GC | Facebook](#)

[GOC Informal Retention of Indigenous Employees | Facebook](#)

[Federal Youth Network - Réseau des jeunes fonctionnaires fédéraux | Gatineau QC | Facebook](#)

## ANNEX:

### Frequently used acronyms in the public service and Definitions

[Common acronyms - Canada.ca](#)

ADM	Assistant Deputy Minister
ADM	Associate Deputy Minister
CFO	Chief Financial Officer
CIO	Chief Information Officer
CSPS	Canada School of Public Service
DDG	Deputy Director General
DG	Director General
DGO	Director General's Office
DM	Deputy Minister
DMO	Deputy Minister's Office
EAP	Employee Assistance Program
MINO	Minister's Office
PRI	Personal Record Identifier



PSC	Public Service Commission
PSES	Public service employee survey
PSPM	Public service performance management
IT	Information technology
TRC	Truth and reconciliation commission of Canada
TBS	Treasury Board Secretariat

## Definitions

**Accommodation:** The modification of a work environment to create a welcoming workplace that allows an individuals with a disability to fully perform the duties of a position.

**Core public administration:** Refers to the departments named in Schedule I and the other portions of the federal public administration named in Schedule IV of the Financial Administration Act.

**Deployment:** Is the transfer of a person from one position to another position.

**Casual worker:** Casual workers are hired for specified period than cannot exceed 90 working days in one calendar year, in a department or in an agency. [Casual Worker - Canada.ca](http://Casual Worker - Canada.ca)

**Indeterminate:** Is the indefinite period for which a person is appointed.

**Onboarding:** Onboarding is the process of integrating new employees into the workplace, beginning with the acceptance of the job offer and continuing through the first 6 to 12 months.

**Orientation:** is a component of the onboarding process and may include learning activities, including courses and other activities that outline a department’s security policies, procedures, information systems, health and safety procedures, and welcoming events.

**Part-time employee:** Is the situation whereby a person is ordinarily required to work more than one third of but less than the normal scheduled daily or weekly hours of work.

**Part-time worker:** Is a person who is not ordinarily required to work more than one third of the normal scheduled work week (i.e. 12.5 hours if the normal work week is 37.5 hours).





**Seasonal worker:** Is the term used for persons performing duties of a seasonal nature.

**Substantive level:** Is the group and level to which a person has been appointed or deployed.

**Term less than three months:** Is a person appointed for a specified period of less than three months.

**Term of three months or more:** Is a person appointed for a specified period of three months or more.

**Unrepresented employee:** Is a person appointed to a position that is not represented by a bargaining agent (union).

