

ASSESSMENT TOOL TO DETERMINE WHETHER A POSITION IS POLITICALLY RESTRICTED

The purpose of this Assessment Tool is to assist in determining whether an employee is considered politically restricted. The Political Activity Policy defines “politically-restricted employees” as employees who meet one of more of the following conditions:

- paid on the Executive Pay Plan;
- report directly to, speak on behalf of, or provide advice, opinions or recommendations to the Premier, Cabinet, Treasury Board, a Minister, or a Deputy Minister;
- have access to confidential information related to the development of government policy;
- have been delegated discretion over, or provide advice regarding, the allocation of departmental funds, especially grants to persons, businesses and other organizations;
- have been delegated discretion in regard to the provision of services to persons, businesses or other organizations; and
- have contact with the media.

This Assessment Tool can be used by employees and managers to analyze employees’ current responsibilities and to consider whether their participation in political activities will impact their ability to perform their duties in an impartial manner.

Employees are also encouraged to discuss their political activities with their Manager or Human Resource representative, who may seek the advice of the Human Resource Policy and Planning Division of the Public Service Secretariat. The following list is not exhaustive, as there may be other questions used in the examination of the specific nature of the employee’s work duties.

Please note that Political Support Staff are considered to be politically non-restricted as outlined in the Political Activity Policy.

1. Are you paid on the Executive Pay Plan?
 - a. No. I am not paid on the Executive Pay Plan.
 - b. Yes. I am paid on the Executive Pay Plan.

If you answered a. you may be **politically restricted**.

If you answered b. you are **politically restricted**.

2. In your current role, how much influence do your decisions, opinions and/or recommendations have on decision-makers (Ministers or Executive)?

- a No influence
- b Low influence (I provide information.)
- c Moderate influence (I develop and analyze options.)
- d Considerable influence (I recommend decisions.)

If you answered c or d, you may be considered **Politically Restricted**.

3. How involved are you in developing, implementing and/or advising on public or internal government policy?
- a No involvement
 - b Minor involvement (I provide information.)
 - c Moderate involvement (I develop and analyze options.)
 - d Considerable involvement (I recommend policy options.)

If you answered c or d, you may be considered **Politically Restricted**.

4. Do you have contact with the media on behalf of your Department?
- a. No.
 - b. Yes, I am a part of the communications staff for my Department.
 - c. Yes, I am a designated media spokesperson for my Department.

If you answered b or c, you may be considered **Politically Restricted**.

5. Do you have access to confidential information related to the development of government policy?
- a. No.
 - b. Yes, I have access to confidential information related to the development of government policy

If you answered b, you are **Politically Restricted**.

6. Have you been delegated discretion over, or provide advice regarding, the allocation of departmental funds, especially grants to persons, businesses or other organizations?
- a. No.
 - b. Yes, I have discretion over, or provide advice regarding, the allocation of departmental funds, especially grants to persons, businesses or other organizations a financial and/or program budget for my department.

If you answered b, you are **Politically Restricted**.

7. Have you been delegated discretion in regard to the provision of services to persons, businesses or other organizations?
 - a. No.
 - b. Yes, I have discretion in regard to the provision of services to persons, businesses or other organizations.

If you answered b, you are **Politically Restricted**.

8. Are you employed as a political support employee?
 - a. No.
 - b. Yes, I am.

If you answered b, you are considered to be politically non-restricted as outlined in the Political Activity Policy, however, you should consult the Policy section "*Political Support Staff*" for further relevant details.