

OPS-707 HUMAN SOURCES - COMPENSATION**1. INTRODUCTION****Objective**

- 1.1 The Service is committed to ensuring that appropriate processes and controls are in place with regards to human source compensation. The objective of this policy is to provide direction on human source compensation and to ensure that all payments are managed with integrity, transparency and accountability.

Scope

- 1.2 This policy, in conjunction with OPS-701, "Human Sources - Human Source Program", OPS-702, "Human Sources - Case Management" outlines the principles and standards that govern human source compensation.
- 1.3 The principles and standards described in this policy apply to all human sources, active or inactive, within the Service's human source inventory and to every employee involved in human source operations.

Policy Centre

- 1.4
- 1.5 The Finance Branch is the policy centre for the stewardship of financial resources with respect to human source compensation.

Authorities

- 1.6 The following authorities provide direction in this policy:

- a) CSIS Act
- b) Financial Administration Act (FAA)
- c) Federal Accountability Act (FedAA)
- d) Ministerial Direction for Operations (2008 10 29)
- e) Accountable Advance Regulations

- f) DDO Directive - "Retention of Information Collected under Sections 12, 15 and 16 of the CSIS Act" (2012 03 01)
- g) Treasury Board Directive on Account Verification
- h) Treasury Board Policy on Financial Management Governance
- i) Treasury Board Policy on Internal Control

Definitions

- 1.7 For definitions of specific terms used in this policy, refer to "Policy Glossary".

Temporary Authority

- 1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

- 1.9 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position within their area of responsibility.

1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives

2. RESPONSIBILITY

Director

- 2.1 The Director is responsible for the overall management of human source compensation and for seeking Ministerial approval when offers of remuneration exceed the Director's financial signing authority.

Chief Financial Officer

- 2.2 The Chief Financial Officer (CFO) is responsible for:

- a) supporting the Director for overall stewardship of financial responsibilities and for the integrity of the Service's overall financial management culture and capabilities;
- b) ensuring suitable risk based account verification procedures are in place, in compliance with the *FAA*, Treasury Board Policies and Directives;
- c) establishing and communicating clear responsibilities for employees with delegated signing authorities; and

- d) monitoring adherence to these responsibilities.

Comptroller

- 2.3 The Comptroller is responsible for conducting regular Financial Management Compliance Reviews to ensure adherence to Treasury Board of Canada and CSIS policies, procedures, regulations and the *FAA*.

Director General

- 2.4 The Director General, is responsible for briefing the appropriate Service Executives, Headquarters Directors General (HQ DG) and Regional Directors General (RDG) on all significant matters concerning human source compensation.
- 2.5 The DG is responsible for providing advice, direction and assistance to Headquarters (HQ) Branches and Regions on human source compensation

Regional Directors General

- 2.6 Regional Directors General are responsible for:
- managing human source compensation in the Regions;
 - briefing the DG on all significant matters concerning human source compensation in the Regions;
 - locally implementing the Service's human source compensation policy; and

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3. HUMAN SOURCE COMPENSATION

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Offer of Remuneration

3.3 An offer of remuneration to a human source must be pre-approved in accordance with the "Delegation of Financial Signing Authorities Matrix".

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