



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## HUMAN RESOURCE POLICY

### 1.0 STAFFING

#### 1.01 CATEGORIES OF POSITION AND APPOINTMENT TYPES

##### **Purpose**

To describe the types of employees and appointments used in the office of the Information and Privacy Commissioner (IPC).

##### **Application**

This policy applies to all employees of the IPC.

##### **Position Categories**

There are three categories of positions within the IPC.

##### **1. Overtime Excluded**

The responsibilities associated with these positions are entirely managerial in character as contemplated by *The Saskatchewan Employment Act*. Additional hours worked by overtime excluded employees may be recognized in certain circumstances.

##### **2. Professional**

The responsibilities associated with these positions are neither entirely managerial in character or of a confidential nature. In accordance with *The Saskatchewan Employment Act*, this category of position is entitled to compensation for overtime worked. Please see IPC Policy 4.03.A Overtime – Professional Positions for further details.

Please see IPC Guidelines for Categories of Position and Appointment Types Policy 1.01 for a listing of the overtime excluded and professional positions.

The determination of position type and allocation as Overtime Excluded or Professional is made by the Commissioner. The factors used to make the determination of position type can be viewed in IPC Guidelines for Categories of Position and Appointment Types Policy 1.01.

## **Appointment Type**

All new employees will receive a letter of offer outlining the terms and conditions of employment associated with the appointment type.

Information about deductions, benefits and salary payment by appointment type can be found in the IPC Guidelines for Categories of Position and Employment Types Policy 1.01.

### ***Probationary***

A full-time or part-time employee who has not yet completed the required probationary period. See IPC Policy 1.06 Probationary Period for further information.

### ***Permanent full-time***

An employee in a permanent full-time position who has successfully completed a probationary period. See IPC Policy 1.06 Probationary Period for further information.

### ***Permanent part-time***

An employee in an ongoing position (no end date), working hours as assigned by management (up to 100%), who has successfully completed a probationary period. See IPC Policy 1.06 Probationary Period for further information.

### ***Underfill Appointment***

An employee who at time of appointment is not fully qualified to discharge the duties of the position. See IPC Policy 1.09 Underfill Appointments for further information.

### ***Term***

An employee in a position whose tenure of employment is limited to a defined period of time (i.e. has an end date).

**Note:** for more information please see the IPC Guidelines for Categories of Position and Appointment Types Policy 1.01.

## **Authority**

*The Freedom of Information and Protection of Privacy Act*, section 43.1

## **Influencing Sources**

*The Public Service Act, 1998*

Legislative Assembly Service Human Resource Policy 1.1

IPC Guidelines for Categories of Position and Appointment Types Policy 1.01