



Office of the
Saskatchewan Information
and Privacy Commissioner

HUMAN RESOURCE POLICY

1.0 STAFFING

1.02 RECRUITMENT AND SELECTION

Purpose

To provide guidelines on the recruitment and selection process within the office of the Information and Privacy Commissioner (IPC).

Application

This policy applies to all employees of the IPC.

Policy

An appointment to a new or vacant position or temporary opportunity in the IPC shall be made from a list of candidates whose eligibility has been determined by competition. Positions will be posted and open for competition internally, externally, or both.

A competition may be waived at the discretion of the Commissioner. Situations where the waiving of a competition may be acceptable include:

- The making of the appointment is urgent;
- The qualifications required for the position are unusual or exceptional;
- There is a known shortage of qualified candidates;
- The candidate is returning from an indefinite leave where the candidate was receiving benefits pursuant to an employer-sponsored disability plan, Workers' Compensation benefits, or income replacement benefits pursuant to *The Automobile Accident Insurance Act*;
- For the purposes of "Employment Accommodation"; and
- Any other circumstances as determined by the Commissioner.

The IPC retains sole discretion in the establishment of its recruiting criteria and in the determination of which candidates meet that recruiting criteria. Please see the IPC Conflict of Interest Policy 2.02 for consideration in the potential employment of relatives.

Note: for more information please see the IPC Procedures for Policy 1.02 Recruitment and Selection.

Authority

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

Influencing Sources

The Saskatchewan Employment Act

The Public Service Act, 1998

Legislative Assembly Service Human Resource Policy 1.2

IPC Policy 1.03 Criminal Record Check

IPC Procedures for Policy 1.02 Recruitment and Selection