



Office of the
Saskatchewan Information
and Privacy Commissioner

HUMAN RESOURCE POLICY

1.0 STAFFING **1.06 PROBATIONARY PERIOD**

Purpose

To ensure the employees of the Information and Privacy Commissioner (IPC) are aware of the requirement to serve a probationary period.

Application

This policy applies to all employees of the IPC.

Policy

Unless waived by the Commissioner, all new IPC employees shall serve a probationary period of 12 months of service on appointment to a position.

Unless waived by the Commissioner, a current IPC employee who moves into a different position within the IPC shall be required to serve another probationary period.

All IPC employees, except term employees, shall serve a 12 calendar month or 24 calendar month probationary period, based on the following:

- Every employee working a minimum of 40% of full-time hours shall serve a probationary period of 12 calendar months.
- If the employee is working less than 40% of full-time hours, they shall serve a probationary period of 24 calendar months.

Note: for more information please see the IPC Procedures for Policy 1.06 Probationary Period.

Authority

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

The Saskatchewan Employment Act

Influencing Sources

The Public Service Act, 1998

The Public Service Regulations, 1999

Legislative Assembly Service Human Resource Policy 1.6

IPC Evaluation Form for Policy 1.06 Probationary Period

IPC Procedures for Policy 1.06 Probationary Period