



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## HUMAN RESOURCE POLICY

### **11.0 PERFORMANCE IMPROVEMENT** **11.01 PERFORMANCE IMPROVEMENT PLANNING**

#### **Purpose**

To outline procedures to deal with non-culpable employee work performance problems.

#### **Application**

This policy applies to all employees of the Information and Privacy Commissioner (IPC).

#### **Policy**

The IPC recognizes that, on occasion, the work performance of an employee may fall below expectations and be detrimental to the effective and efficient delivery of services. The IPC is committed to providing reasonable assistance to employees in their attempts to meet position requirements, but the expectation is that performance must be restored to a fully satisfactory level.

If an employee's performance reaches a level such that they are unable to perform their duties to the expected standard, a supervisor may place the employee on a Performance Improvement Plan (PIP). Supervisors will develop a PIP and will follow the same guidelines and principles as the Public Service Commission in relation to its Performance Improvement Planning process. This can be found at <http://www.cs.gov.sk.ca/804>

#### **Authority**

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

## **Influencing Sources**

*The Public Service Act, 1998*

*The Public Service Regulations, 1999*

Saskatchewan Public Service Human Resource Manual, Section 804

Legislative Assembly Service Human Resource Policy 11.1

IPC Policy 1.06 Probationary Period

IPC Policy 9.02 Employment Accommodation

IPC Policy 11.02 Corrective Discipline Policy