



Office of the
Saskatchewan Information
and Privacy Commissioner

HUMAN RESOURCE POLICY

11.0 PERFORMANCE IMPROVEMENT **11.02 CORRECTIVE DISCIPLINE**

Purpose

To prevent workplace problems, correct employee behaviour, and bring it within acceptable workplace standards

Application

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

Policy

The IPC will only utilize corrective discipline for instances of culpable misconduct that adversely affects work performance. Culpable misconduct has the following characteristics:

- the employee knows, or could reasonably be expected to know, what is required;
- the employee is capable of carrying out what is required;
- the employee chooses to perform in a manner other than as required.

The supervisor must discuss instances of culpable misconduct with the Commissioner and after being directed to do so, the supervisor will initiate corrective discipline. The IPC will follow the same guidelines and principles as the Public Service Commission in relation to corrective discipline as applicable. This can be found at <http://www.cs.gov.sk.ca/803Guidelines>

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 803

Legislative Assembly Service Human Resource Policy 11.2

IPC Policy 11.01 Performance Improvement Planning

IPC Policy 9.02 Employment Accommodation

Effective Date: September 21, 2015

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