



HUMAN RESOURCE POLICY

12.0 TERMINATION AND LAY-OFF

12.01 PAY IN LIEU OF NOTICE

Purpose

This policy outlines the considerations related to notice or pay in lieu of notice applicable to employment termination or lay-off from the office of the Saskatchewan Information and Privacy Commissioner (IPC).

Application

This policy applies to all employees of the IPC.

Policy

The IPC will provide notice, or pay in lieu of notice, when the employment of an individual is terminated, unless terminated for legal cause.

Notice, or pay in lieu of notice, will be provided in accordance with Labour Standards for IPC employees.

The IPC may terminate an employee without notice or payment in lieu of notice if the employee's conduct constitutes just cause for dismissal, as defined by this policy, by employment agreement, or by law.

Just cause includes but is not limited to very serious first offences such as theft, assault, insubordination, or in those circumstances where the employee meets the following criteria:

- The offense and the employee's work record indicate they are no longer fit for employment,
- There is little likelihood the employee will rehabilitate him/herself,
- Earlier corrective efforts by management have failed.

Authority

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

Influencing Sources

The Saskatchewan Employment Act

The Employment Standards Regulations

The Public Service Act, 1998

The Public Service Regulations, 1999

Legislative Assembly Service Human Resource Policy 12.1