



Office of the
Saskatchewan Information
and Privacy Commissioner

HUMAN RESOURCE POLICY

4.0 PAY POLICIES **4.01 CLASSIFICATION - GENERAL**

Purpose

To ensure all positions within the office of the Information and Privacy Commissioner (IPC) are evaluated against a standard set of criteria.

Application

This policy applies to all employees of the IPC (excluding the Commissioner).

Policy

Prior to the commencement of any employment action, positions that are:

- new; or
- existing, but vacant and whose job description has significantly changed; or
- existing, but encumbered by an employee whose job description has significantly changed

must be reviewed for classification.

Permanent full-time or part-time employees may request a classification review of their position whenever they feel there have been material changes in duties or responsibilities. The supervisor and Commissioner must approve all job descriptions submitted for review.

The Commissioner may initiate a classification review of any position he believes to be warranted.

An employee holding probationary, term or temporary status shall not be entitled to request a classification review of his/her position.

Note: for more information please see IPC Guidelines for Policy 4.01 Classification – General which also includes a Classification Appeal Form.

Effective Date: October 13, 2015

Updated:

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Authority

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

Influencing Source

The Public Service Act, 1998

The Public Service Regulations, 1999

Legislative Assembly Service Human Resource Policy 4.1.A

Saskatchewan Public Service Human Resource Manual Section 501, 502, 503

IPC Guidelines for Policy 4.01 Classification-General