



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## HUMAN RESOURCE POLICY

### 4.0 PAY POLICIES

#### 4.02 CLASSIFICATION – PAY ADMINISTRATION

##### **Purpose**

To ensure the administration of pay upon changes to an employee(s) of the office of the Information and Privacy Commissioner (IPC) are handled consistently and fairly.

##### **Application**

This policy applies to all employees of the IPC.

##### **Policy Process**

###### ***Effective Date for Reclassification***

If a position is permanently reclassified to a higher classification level, it will be effective the first day of the pay period immediately following the day on which the request for reclassification was received by the Director of Operations.

Where requested by the supervisor and approved by the Commissioner, the reclassification may be made effective retroactive up to six months. In extenuating circumstances, a reclassification may be approved to be effective retroactive for a period greater than six months.

If a position is classified to a classification level with a lower maximum hourly rate of pay, it will be effective the first day of the pay period following the date the classification decision is confirmed by the Commissioner.

### **Assignment of a New Pay Range – out-of-scope Aligned**

Permanent out-of-scope aligned employees whose positions are reclassified will have their salary adjusted in accordance with the following:

- Upwards Reclassification

If a position is reclassified to a class with a higher maximum rate of pay, the employee will receive a salary increase of up to eight percent. If an increase of eight percent does not move the employee's rate of pay to the minimum of the new pay range, he/she shall receive the minimum rate. If an increase of eight percent moves the employee's rate of pay over the maximum of the new pay range, he/she shall receive the maximum rate of the new pay range.

- Downwards Reclassification

Where the employee's salary immediately before the effective date of reclassification is above the range maximum of the new range, the employee is "red-circled". That is, he or she retains the salary range in effect prior to the reclassification. The employee progresses through that range until he or she reaches the maximum of the range, however the range is "frozen". The employee remains in this range until the new, lower range catches up to the frozen or red-circled range, through the application of economic adjustments.

Where the employee's salary immediately before the effective date of reclassification is at or below the maximum of the new range, the employee's rate of pay is unchanged, and the employee is eligible for in-range progression to the maximum of the new range.

### **Authority: Saskatchewan Public Service Human Resource Manual 1201**

The IPC procedures for the assignment of a new pay range when out-of-scope positions are reclassified are consistent with those of the Public Service (where applicable). To read the full text and content related to the assignment of new pay ranges, please see the Acts referenced below or Section 1201, Compensation Policies of the Saskatchewan Public Service Human Resource Manual. The website is: <http://www.cs.gov.sk.ca/1201>

### **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*

Legislative Assembly Service Human Resource Policy 4.1.B

Saskatchewan Public Service Human Resource Manual 1201

Effective Date: October 13, 2015

Updated: