



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) classification 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 different 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.

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

Employees whose positions are reclassified will have their salary adjusted in accordance with the “Employee Compensation” policy.

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