



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## HUMAN RESOURCE POLICY

### 7.0 EMPLOYEE DEVELOPMENT

#### 7.01 EMPLOYEE PLANNING AND DEVELOPMENT POLICY

##### **Purpose**

To support the process of guiding and reviewing the contributions of employees towards the achievement of the Information and Privacy Commissioner (IPC)'s mission and mandate.

##### **Application**

This policy applies to all IPC employees.

##### **Policy**

The IPC acknowledges that employee planning and development is an integral part of its strategic planning process. Employee planning and development engages all employees and supervisors to align their efforts towards achieving the organization's goals. The IPC recognizes that employees make the difference in achieving success and that excellent performance must be planned for, continuously discussed, and constantly developed.

##### **Objectives**

The objectives of an integrated employee planning and development process are to:

- ensure individual employee's work objectives and behaviours support the strategic direction of the IPC;
- ensure the regularity and quality of dialogue between employees and supervisors about what is to be accomplished and what are performance expectations;
- provide on-going, coaching and constructive feedback on employee's performance;
- assist and support employees in achieving their work objectives and career goals by identifying learning, training or development opportunities;
- support management in their human resource decision making; and
- establish plans for enhancing and improving performance, as required.

**Note:** for more information please see the IPC Guidelines for Policy 7.01 Employee Planning and Development.

**Authority**

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

**Influencing Sources**

*The Public Service Act, 1998*

Saskatchewan Public Service “Planning for Success”

Legislative Assembly Service Human Resource Policy 7.1

Guidelines for Policy 7.01 Employee Planning and Development