



Office of the
Saskatchewan Information
and Privacy Commissioner

HUMAN RESOURCE POLICY

9.0 EMPLOYEE WELLNESS **9.09 PANDEMIC: PUBLIC HEALTH EMERGENCY**

Purpose

To outline treatment of employees of the Saskatchewan Information and Privacy Commissioner (IPC) in the event of the declaration of a Public Health Emergency within the province of Saskatchewan.

Application

This policy applies to all employees of the IPC.

Background

Section 2-59.1 of *The Saskatchewan Employment Act* provides that the Chief Medical Health Officer may issue an order declaring that individuals in Saskatchewan must take measures to prevent or reduce the spread of disease, including isolating themselves from other individuals.

Subsection 17(1) of *The Emergency Planning Act* provides that the Lieutenant Governor in Council may order an emergency declaration relating to all or part of Saskatchewan. Subsection 18(1) outlines the powers and authority of Ministers to address the state of emergency identified in the emergency declaration.

The IPC must remain in position to deliver critical services and be responsive to the pandemic situation. Employees will be required to work from home and participate in meetings as required for operational and planning needs. Supervisors/Managers will advise of specific work at home requirements.

The Commissioner shall designate certain functions as critical and employees may be required to remain in the workplace to ensure delivery of essential services.

Policy

The following provisions are subject to any laws or directives of the Saskatchewan Government or the Government of Canada.

The Commissioner may temporarily alter the application of any HR Policy to enable delivery of critical services during a public Health Emergency.

In the event that such a declaration results in the suspension of services within the IPC, including the requirement for a phased in work from home policy, IPC employees will be treated in the following manner with respect to salary continuance.

Permanent Full time: Will continue to be paid.

Term Employees (working 100%): Will continue to be paid to the end of their term assignment.

Administration of employee benefits will be in accordance with the Public employees Benefit Agency.

HR Policy Alteration

The core hours of work for IPC employees may be altered by the commissioner or supervisors to limit person to person contact and ensure ongoing delivery of critical services.

The commissioner may suspend the maximum carryover limit of 80 hours of entitlements, Vacation Leave or Schedule days Off (where applicable). Excess entitlement amounts (greater than 80 hours) will not automatically be paid out. Employees may voluntarily request payout of entitlement carried over. See Vacation Leave Policy #5.01 for access to "Voluntary Pay out of Carried Over Entitlements" form.

Media Inquiries

All media inquiries or requests for information regarding the impact of Public Health Emergency on IPC services and operations should be directed to the Commissioner at (306) 537-4287.

Authority

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

The Saskatchewan Employment Act

The Emergency Planning Act

Influencing Source

Legislative Assembly Service Human Resource Pandemic: Public Health Emergency