

# Annual Report for 2022-23

## Public Service Commission

# Letters of Transmittal



The Honourable Lori Carr,  
Minister Responsible for the  
Public Service Commission

Office of the Lieutenant Governor of Saskatchewan

I respectfully submit the Annual Report for the Public Service Commission for the fiscal year ending March 31, 2023.

The Public Service Commission is committed to developing a strong public service for the Government of Saskatchewan to deliver on its commitments to the people of the province. The Commission works with ministries to ensure effective workforce management by supporting delivery of foundational services such as payroll, staffing and labour relations.

The initiatives pursued in 2022-23, and the results achieved, are communicated to the legislature and to Saskatchewan citizens through this report.

A handwritten signature in black ink, appearing to read 'Lori Carr'.

Lori Carr  
Minister Responsible for the Public Service Commission



Greg Tuer,  
Chair of the Public Service  
Commission

The Honourable Lori Carr  
Minister Responsible for the Public Service Commission

Dear Minister:

I have the honour of submitting the Annual Report of the Public Service Commission for the fiscal year ending March 31, 2023.

In 2022-23, the Public Service Commission's accomplishments include an ongoing focus on attracting future talent and building leaders to ensure we can deliver on government's goals. We continue to focus on building a diverse and inclusive workforce through the design and review of human resource policies and programs that remove barriers for diversity candidates and employees.

The Public Service Commission will continue to provide high-quality service to all employees of the Government of Saskatchewan and to the citizens of this province.

A handwritten signature in black ink, appearing to read 'Greg Tuer'.

Greg Tuer  
Chair of the Public Service Commission

# Commission Overview

## Vision

To be the best human resource organization in the province.

## Mandate

The Public Service Commission is the central human resource agency for the Government of Saskatchewan. The Commission provides leadership and policy direction to all ministries to enable a high-performing and innovative professional public service. The Commission works with ministries to ensure effective workforce management by supporting delivery of foundational services such as payroll, staffing and classification, and strategic support including labour relations and organizational development.

## Mission

The Public Service Commission ensures the Government of Saskatchewan has the workforce to successfully deliver on its priorities to meet the needs of citizens.

## Overview

The Public Service Commission supports the recruitment, development and retention of employees through strong workplace culture and government-wide initiatives, including Our Commitment to Excellence and core values, diversity and inclusion, health, safety and wellness, employee networks, learning and development, as well as innovation and continuous improvement.

In 2022-23, the Public Service Commission had a total of 283 Full-Time Equivalents in offices in Regina and Saskatoon. The Public Service Commission is structured into the following five functional areas:

## Centres of Excellence

The Public Service Commission has five specialized Centres of Excellence:

- **Employee and Labour Relations** represents the government and certain agencies in the negotiation of collective agreements with bargaining agents and provides labour relations services to management.
- **Integrated Health, Safety and Wellness** leads corporate health, safety and wellness initiatives, helps workplaces to manage disability and health-related absences, and supports the Employee and Family Assistance Program.
- **Organizational Development** develops corporate organizational effectiveness initiatives and provides organizational development consulting services.
- **Talent** supports the acquisition, engagement and management of the public service through equity, diversity and inclusion initiatives, strategic workforce planning, succession planning, sourcing, recruitment, assessment, selection and development of talent.
- **Total Rewards** develops and administers compensation and benefits systems and policies for the public service and is responsible for the classification of jobs by applying standard evaluation criteria.

### **Human Resource Business Partner Teams**

The Human Resource Business Partner Teams provide strategic human resource consulting and advisory services to all ministries as well as several agencies. They also deliver corporate organizational effectiveness initiatives, organizational development consulting services and help ministries with workforce planning. Human Resource Business Partner teams support ministries to implement corporate programming to build leadership, management and organizational capacity throughout the public service.

### **Human Resource Service Centre**

The Human Resource Service Centre provides human resource benefits and payroll administration services to government and acts as the central contact point for all employee general HR-related inquiries. It is responsible for the design, development, implementation and operation of government-wide human resource information technology systems required for payroll purposes and human resource management.

### **Corporate Services**

Corporate Services provides centrally-managed services in the areas of finance, planning and improvement and operational services, including accommodations and office equipment, required for the delivery of the Commission's mandate. Corporate Services also leads the development of government-wide human resource strategies and policies, and provides legislative services to the Public Service Commission.

### **Communications**

Communications manages the strategic communications function for the Public Service Commission's activities and operations, including cross-government projects and initiatives.

For more information on the Public Service Commission's 2022-23 Public Plan, please visit the Public Service Commission website at [Publications Centre \(saskatchewan.ca\)](https://publications.saskatchewan.ca)

## Progress on Goal 1: Effective Leadership in the Government of Saskatchewan

The Government of Saskatchewan delivers programs and services to the people of Saskatchewan. Effective leaders provide clarity of purpose, inspire, and engage employees to be their best and deliver on government's goals safely and effectively. The government must ensure that current and emerging leaders have the knowledge and skills to be effective in their roles.

### Strategy:

Engage and grow senior leadership

#### Key Actions:

- Develop and implement actions that support moving senior leaders throughout the organization.
  - The Commission continued to support ministries in building succession plans, developing potential successors and improving the availability and mobility of talent across Executive Government.
  - The Commission has been enhancing talent mobility practices to develop, prepare and move executive leaders within Executive Government to where they are most needed. The initiative included developing common tools for evaluating executive leadership, continued development of employees who have been assessed as having potential for a senior executive role, and promoting career discussions as part of annual work plan reviews.
- Ensure senior leadership has the knowledge and tools necessary to acquire, engage and grow employees.
  - The Commission continued to offer its Executive Education program. Sixty new leaders from across the Government of Saskatchewan enrolled into the program in 2022-23. A total of 125 participants have graduated from the 12-18 month program since its inception in 2015.

#### Performance Measure Results:

The Public Service Commission closely monitors and analyzes a number of internal indicators related to culture and engagement, to understand, manage and improve overall organizational performance.

## Progress on Goal 2: High-Performing Organization<sup>1</sup>

A high-performing organization is one that delivers superior performance and makes a distinctive impact over a long period of time. High-performing organizations become that way by design - not by default. They purposefully pay attention to the key people elements that affect performance. This strategic goal aims to capture elements of a high-performing organization and implement a long-term plan to achieve our goals.

### Strategy:

Acquire, engage and grow employees

### Key Actions:

- Provide proactive and targeted recruitment for hard-to-recruit and pivotal roles.
  - The Commission provided proactive and targeted recruitment for hard-to-recruit and pivotal roles through ministry consultations and the development of recruitment strategies and tools.
  - The Commission continued to use social media platforms, such as LinkedIn, to advertise, source and recruit candidates for critical, pivotal and hard-to-recruit positions.
  - The Commission maintained external relationships with post-secondary educational institutions and community-based organizations to engage and foster relationships with future talent.
    - The Commission's focus with post-secondary educational institutions enabled students to be hired through summer student, co-op and internship opportunities as well as unpaid work placements. Another focus was to engage students experiencing disability through the educational institutions' Accessibility Centres.
    - The Commission fostered relationships with community-based organizations with equity seeking groups to build a better understanding of our recruitment processes and connect them with opportunities in Executive Government through skill development placements.
  - The Commission facilitated ministry engagement with diversity candidates through consultations, presentations, career fair participation and networking events.
  - The Commission ensured new hiring managers in Executive Government have the knowledge and resources needed to attract and hire talent by consulting with them on effective job advertising initiatives, competencies that reflect the role and helpful screening tools.

<sup>1</sup> The 2022-23 Business Plan contains a key strategy "Improve human resource information technology" with the key action "Transform government business with an integrated, cloud-based human resource, financial and procurement system". These items will not be reported in this annual report. The project progress will be reported by the lead Ministry.

- Continue to implement the corporate learning and development plan.
  - The Commission continued to execute the 2022-2024 Corporate Learning and Development Plan. This work included:
    - Extending the Respect in the Workplace online training with our service provider.
    - Reviewing and updating the Tuition and Books Policy and Education Leave Program Policy.
    - Researching and reviewing government-wide training options for leadership.
  - The Commission continued to offer corporate learning programs, such as the Supervisory Development Program, Manager Development Program, Johnson-Shoyama Graduate School (JSGS) Policy Workshop Series, Corporate Mentorship Program, Leadership Development Program, Executive Education and Enhancing Management Talent. In addition to these programs, many other individual corporate learning opportunities were available to employees.
- Enhance the performance management framework for employees.
  - The Commission continued to deliver training for managers and supervisors on performance management, attendance management, and the roles and responsibilities related to the Anti-Harassment Policy.
- Provide improved resources, tools and supports for middle managers to ensure success in their roles.
  - The Commission continued to support the implementation of Middle Manager Excellence across ministries. With the Commission's support, ministries are implementing Middle Manager Excellence. In 2022-23, 12 ministries identified specific actions to enable their middle managers to be successful; four ministries continue to make progress towards finalizing action plans; and two ministries are in the initial stages of project implementation.
  - The Commission developed capacity building tools, including training videos, templates and guides.
  - A community of practice was established for ministry representatives to share information and track progress toward supporting middle managers across government.

**Strategy:**

Enhance employee and organizational performance

**Key Actions:**

- Enable government to deliver on priorities through effective labour relations and policy development.
  - The Commission updated the Conflict of Interest policy and mandatory training in April 2022. The purpose of the policy is to maintain the public's trust, set clear expectations, promote individual employees' responsibility, and establish a transparent approach to effectively manage conflicts of interest.
- Provide strategic human resource advice and guidance to help ministries achieve their goals.
  - The Commission supported organizational design among the ministries of Immigration and Career Training, Energy and Resources, Trade and Export Development. It also supported the transfer of the Provincial Disaster Assistance Program to the Saskatchewan Public Safety Agency and the creation

of the Saskatchewan Distance Learning Corporation. Work also began on the organizational design options associated with potential changes from the Enterprise Business Modernization Project for the Public Service Commission, SaskBuilds and Procurement, and the Ministry of Finance.

- The Commission also supported multiple ministries in executive team development in support of building high-performing organizations and effective leadership.
- With a greater focus on psychologically safe workplaces, the Commission has been involved in the development of restorative workplace plans.
- Provide advice and support for culture and engagement initiatives to meet the organization's people goals.
  - The Commission has provided support and guidance to the government in collecting feedback from employees and taking targeted actions to improve employee engagement and create a values-based culture to effectively deliver the government's goals.
  - The Commission has supported and will continue to support the priorities that were identified based on the Employee Engagement and Culture survey results at the ministry and government-wide level.
  - The Commission chaired the corporate forum for sharing and learning best practices to support the work of building and embedding a culture of excellence within the Government of Saskatchewan.

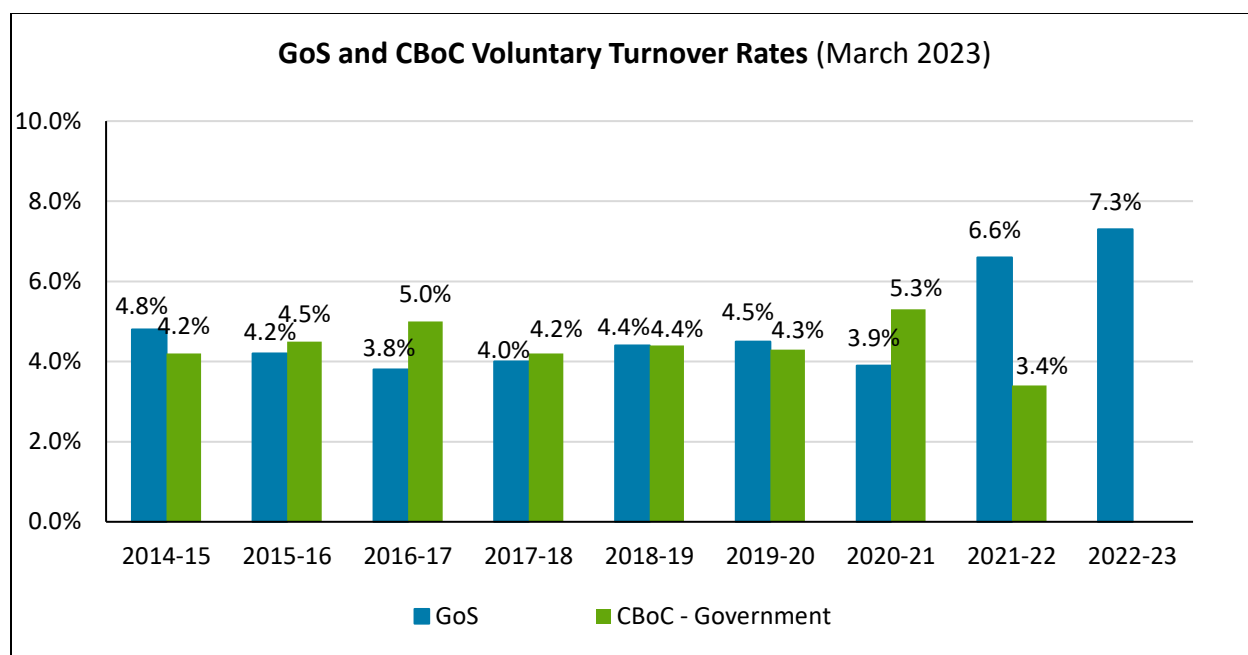
#### **Performance Measure Results:**

**Voluntary Turnover Rates** - Voluntary separation of permanent full-time and permanent part-time employees from the Government of Saskatchewan for reasons other than retirements.

**Measure Target:** Continue to monitor voluntary turnover rates against the industry average rate published by the Conference Board of Canada (CBoC). CBoC - Public Administration Voluntary Turnover Rate for 2021-22 was 3.4 per cent.

**Measure Result:** The voluntary turnover rate in the Government of Saskatchewan in 2022-23 was 7.3 per cent, an increase of 0.7 percentage points compared to 2021-22.





Sources: Government of Saskatchewan, Multi-Informational Database Application System (MIDAS)

Note: Conference Board of Canada (CBoC) has changed its data disaggregation methodology since 2021-21. The voluntary turnover rates from 2014-15 to 2019-20 are for Government industry and the rate after 2020-2021 is for Public Administration industry. CBoC has not released its 2022-23 data yet.

While the overall voluntary turnover rate for the GoS was close to the national average for the public sector during most of the previous decade, the rate has increased and exceeded the national average since 2021-22. The rate has been slowly trending upward from 2016-17 to 2022-23. The exception is the low rate for 2020-21 due to the COVID-19 pandemic that played a role in more employees staying with the organization.

- The top three reasons for the voluntary turnover within the Executive Government in 2022-23 were: (1) accepting a new position outside of the public service, (2) personal reasons and (3) accepting a position with a provincial Crown corporation or other agency. The increased labour market demand from outside of the public service sector and the changing needs and expectations of employees have likely contributed to the increase in voluntary turnover in recent years.

This rate is calculated by taking the number of permanent full-time and permanent part-time employees who voluntarily leave the organization and dividing it by the average headcount of the permanent full-time and permanent part-time employees for the fiscal year. This number excludes employees leaving because of retirements. It also excludes casual, contract, temporary and seasonal workers.

## Progress on Goal 3: Diverse Workforce and Inclusive Workplace

The Government of Saskatchewan is committed to a diverse workforce and an inclusive workplace. The Inclusion Strategy and Action Plan aims to remove barriers across Executive Government, create an inclusive workforce and embed inclusion in all aspects of the organization. Saskatchewan's Growth Plan also provides the direction on *Building an Accessible Saskatchewan for People with Disabilities* including *providing opportunities for youth with disabilities through the Saskatchewan Student Summer Employment program*.

### Strategy:

Continue to implement the Inclusion Strategy and Action Plan

### Key Actions:

- Review, report and continuously improve on summer student experiencing disability initiative.
  - As of September 30, 2022, 168 students who self-declared as having a disability applied to the Saskatchewan Summer Student Employment Program (6.5 per cent of all applicants). That represents a 63 per cent increase over 2021. Fifty-three (53) students who self-declared as having a disability were hired, as compared to 21 last year, an increase of 150 per cent.
  - The Commission continued to focus on diversity hiring and prioritizing students with disabilities as well as Indigenous and visible minority students for the 2023 Summer Student Employment Program. This is an initiative directed from the Plan for Growth that includes actions related to Building an Accessible Saskatchewan for People with Disabilities and has touchpoints to the Provincial Disability Strategy.
  - As of March 2023, 134 students who self-declared as having a disability have applied to the Summer Student Employment Program (5.74 per cent of all applicants). While summer students do not start in their positions prior to April 2023, 30 students who self-declared with a disability have accepted offers as of March 31, 2023 (4.85 per cent of all student hires). Student hiring continues throughout summer 2023.
- Continue to improve and promote the Inclusion Toolkit across the Government of Saskatchewan.
  - The Commission, through the Inclusion Community of Practice, continued to support ministries to develop and execute Inclusion Action Plans with resources from the Inclusion Toolkit. This toolkit helps managers build and support an inclusive workplace culture.
- Improve intercultural competence through awareness, education and training.
  - The Commission continued to build partnerships with post-secondary and community-based organizations to expand diversity candidate pools. This work has been championed by the new Senior Indigenous Advisor for the Commission.
  - The Commission continued to deliver Indigenous Awareness training, with

7,792 employees having completed the training as of March 31, 2023. The Commission, along with several other ministries, has also undertaken additional virtual training by the First Nations University of Canada – “4 Seasons of Reconciliation.”

- Renew the Equity, Diversity and Inclusion Policy.
  - The Commission continued to design and review human resource policies and programs that aim to foster a more inclusive workplace and remove barriers for diversity candidates and employees.
  - In alignment with the Provincial Auditor’s recommendations, the Commission has started a multi-year project to review the Employment Equity Policy.

**Performance Measure Results:**

The Public Service Commission has an Inclusion Strategy and Action Plan and is committed to building an inclusive workplace. The Commission closely monitors and analyzes several internal indicators to implement the Inclusion Strategy. The Commission is currently reviewing the diversity representation measure and will report on the improved measure in a future public report.

## Progress on Goal 4: Health, Safety and Wellness

The Government of Saskatchewan is committed to ensuring the physical, mental and social well-being of employees, which is critical for *Our Commitment to Excellence* and *consider safety in all we do*. Saskatchewan's Growth Plan also provides the strategic direction for Executive Government to align their programs and services in *creating safer workplaces*.

### Strategy:

Support implementation of the Corporate Health, Safety and Wellness plan

### Key Actions:

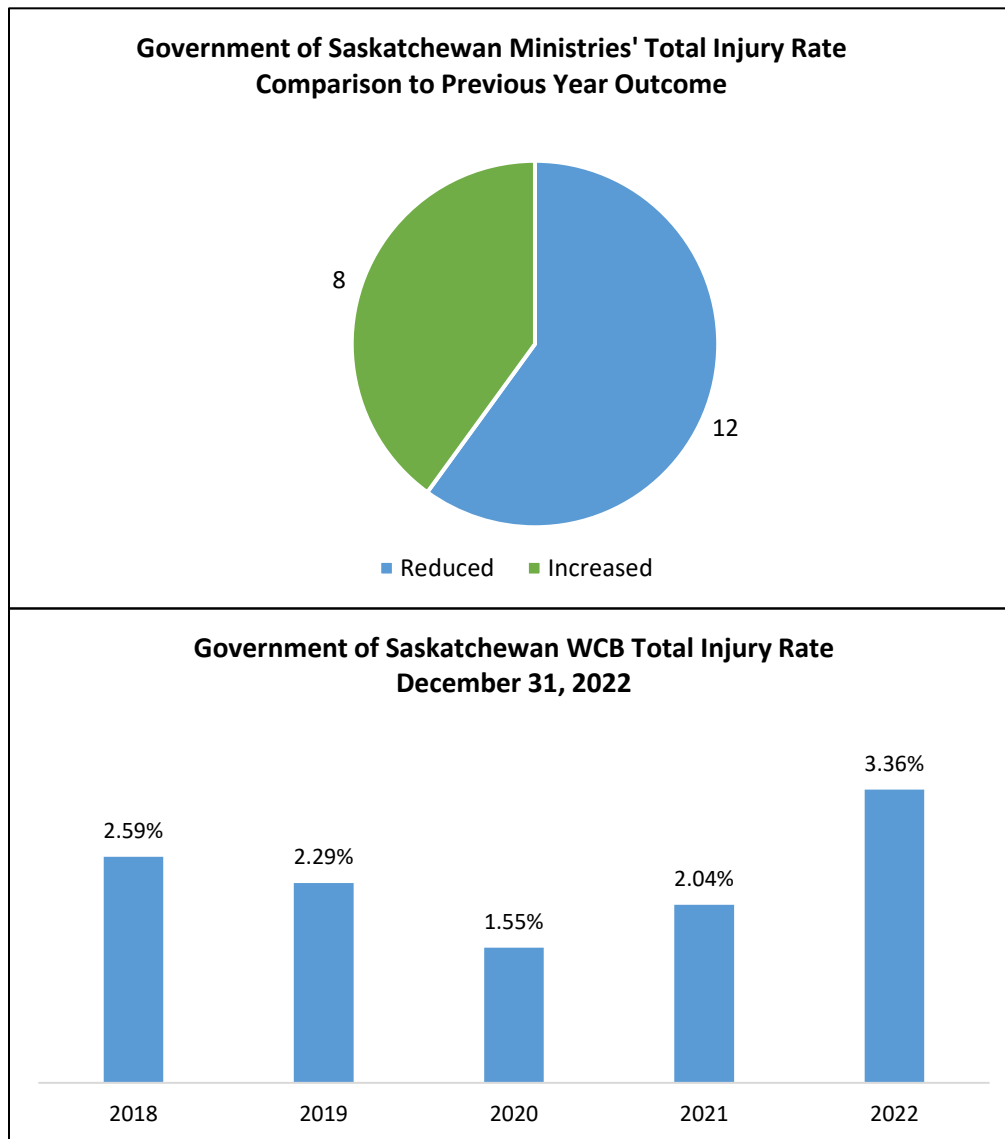
- Prevent workplace injury and promote safety.
  - The Commission continues to identify and target action on preventing workplace injury and illness through enhanced safety performance.
  - The Commission rolled-out the updated Workplace Violence Policy in June 2022 and developed workplace violence prevention tools.
  - The Commission guided ministries through a performance assessment protocol (audit tool) based on WorkSafe Saskatchewan's Foundational Pillars safety management system. The protocol provides a mechanism for developing a baseline, reviewing and continually improving the government safety management system, meeting legislative requirements and providing employees with information and training required to perform their work safely.
- Prevent time loss and manage sick leave.
  - The Commission promotes awareness and use of the Be At Work program and medical accommodation resources, which provides tools and supports to prevent time loss and manage sick leave.
  - The Commission engages with managers in medical accommodation to support their Duty to Accommodate through early intervention to prevent absences or facilitate safe and early return to work.
- Prevent workplace psychological injury and promote psychological health.
  - The Commission developed Critical Incident Response tools and resources as well as a prevention program for critical incidents.
  - The Commission continued to support the Employee and Family Assistance Program, which provides 24-hour voluntary and confidential personal health and well-being support that is short-term and goal-focused.
- Create a culture of health, safety and wellness.
  - The Commission helped government and each ministry identify areas where the physical and psychological health, safety and well-being of employees can be improved through promoting employee participation in the annual Saskatchewan Safety Survey.
  - The Commission, through the Safety Champion Council, continued to support ministries through strategic collaborations on initiatives within the Corporate Health, Safety and Wellness Plan.

**Performance Measure Results:**

**Executive Government Total Injury Rate**, which includes all injury claims approved by the Workers' Compensation Board (WCB).

**Measure Target:** Each ministry will reduce its injury rate from their 2021 outcome.

**Measure Result:** Twelve ministries' Total Injury Rate improved compared to the previous year. Eight ministries' injury rates increased.

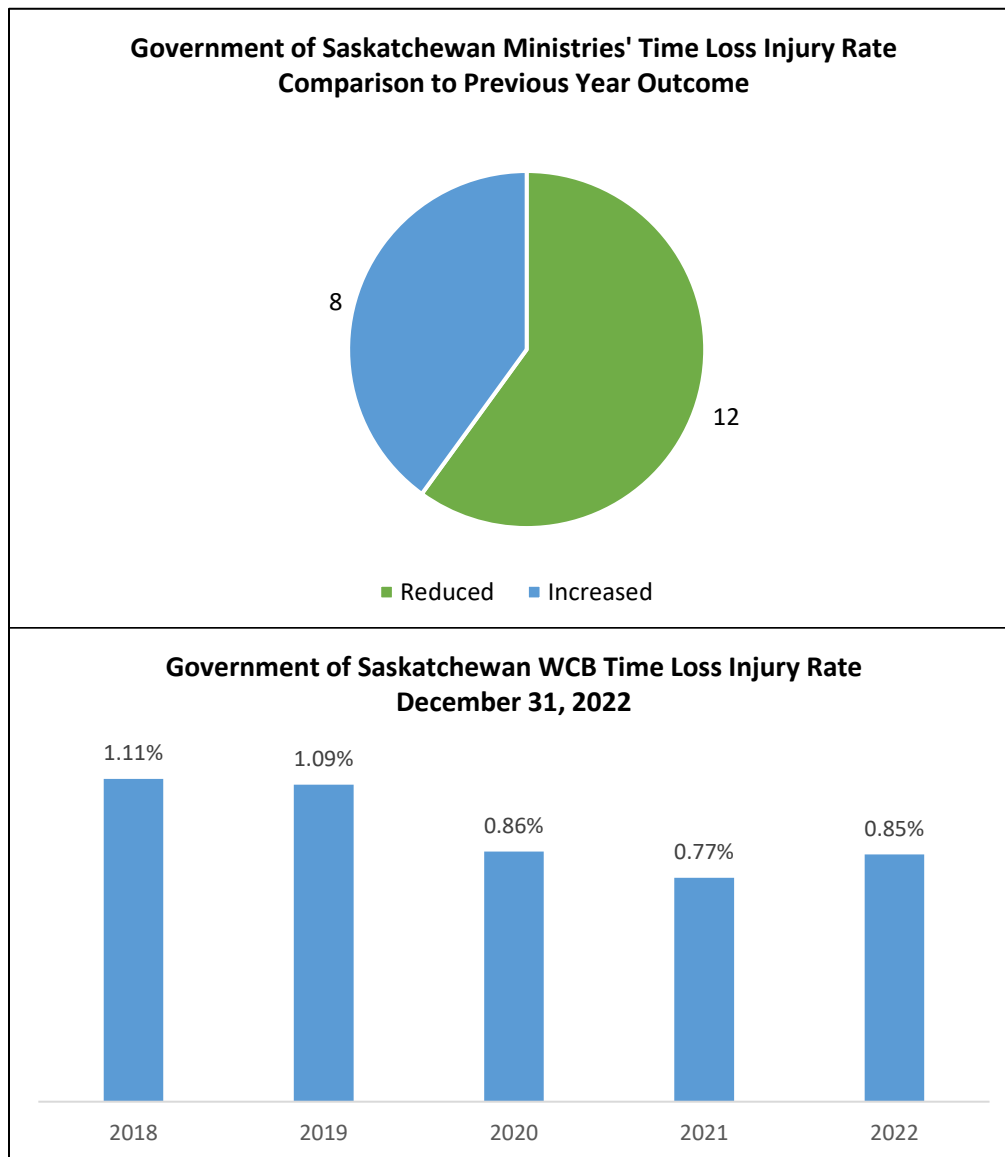


The Government of Saskatchewan is committed to working towards Mission Zero. The Total Injury Rate for 2022 was at 3.36 per cent. The Commission will continue to track and monitor this indicator.

**Executive Government Time Loss Injury Rate**, which includes all injury claims approved by the Workers' Compensation Board that require time away from work.

**Measure Target:** Each ministry will reduce its time loss injury rate from their 2021 outcome.

**Measure Result:** Twelve ministries' Time Loss Injury Rate improved compared to the previous year. Eight ministries' injury rates increased.



Source: Saskatchewan Workers' Compensation Board

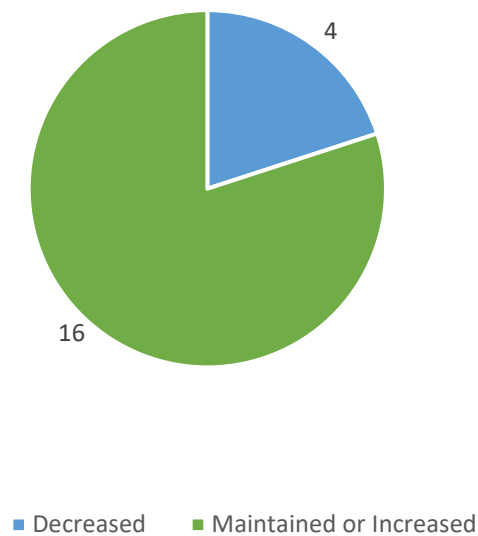
The Government of Saskatchewan continues to work on managing time loss due to injury or illness.

**Executive Government Physical and Psychological Climate Scores**, which are two indicators based on the annual Safety Survey results.

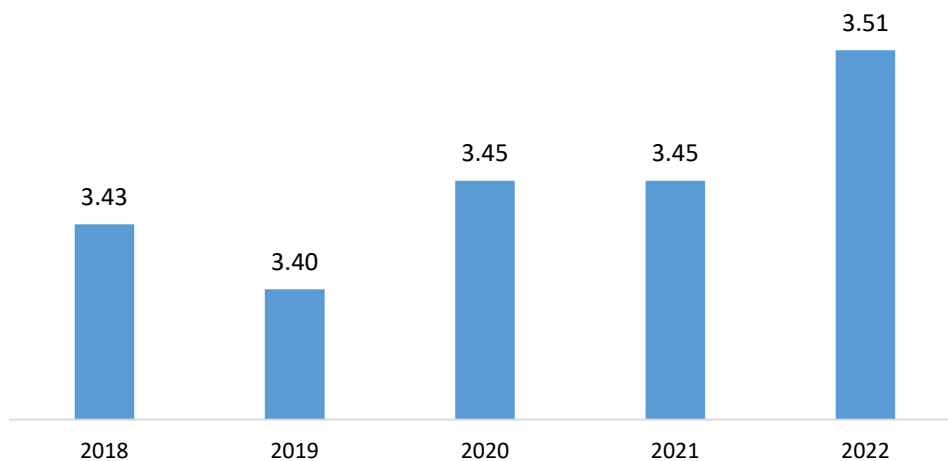
**Measure Target:** Each ministry will maintain or increase its Physical and Psychological Safety Climate Scores from their 2021 outcomes.

**Measure Result:** Compared to the previous year, the Physical Safety Climate Score was maintained or increased by 16 ministries and the Psychological Safety Climate Score was maintained or increased by 16 ministries.

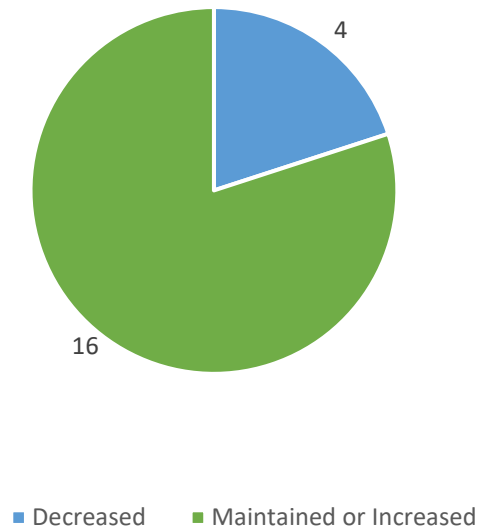
**Government of Saskatchewan Ministries' Physical Safety Climate Score Comparison to Previous Year Outcome**



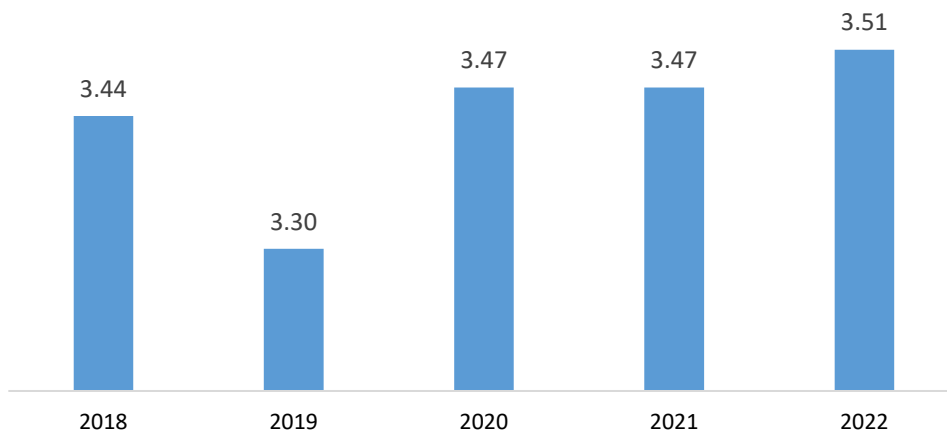
**Government of Saskatchewan Physical Safety Climate Scores**



### Government of Saskatchewan Ministries' Psychological Safety Climate Score Comparison to Previous Year Outcome



### Government of Saskatchewan Psychological Safety Climate Scores



Source: Government of Saskatchewan, annual Saskatchewan Safety Survey.

The Saskatchewan Safety Survey measures two indicators of workplace safety climate: Physical Safety Climate and Psychological Safety Climate. The survey is a tool sponsored by WorkSafe Saskatchewan and developed by researchers for signatories of the Saskatchewan Health and Safety Leadership Charter. It supports psychological well-being, prevention of workplace psychological harm, and creating a safety culture through awareness and engagement of employees. The target for both indicators is to obtain 3.20 score (a benchmark that represents good performance), then maintain or increase annually.



# Financial Summary

For the period ending March 31, 2023, the Public Service Commission incurred total expenses of \$33.450 million. This represents a variance of \$0.575 million under the 2022-23 operating budget of \$34.025 million. The variance was primarily in salary, which was due to staff changes.

## Public Service Commission Expenses, Actuals and Variance

PROGRAMS	(values in thousands of dollars)				
	2021-22 Actual	2022-23 Budget	2022-23 Actual	2022-23 Variance	
Central Management and Services					
Salaries	\$1,281	\$1,172	\$1,170	(2)	2
Operating Expenses	\$3,516	\$3,865	\$3,699	(166)	
SUB-TOTAL	\$4,797	\$5,037	\$4,869	(168)	
Human Resource Service Centre					
Salaries	\$7,922	\$8,574	\$7,604	(970)	1
Operating Expenses	\$3,375	\$3,028	\$3,298	270	2
Capital Asset Acquisitions	\$14				
SUB-TOTAL	\$11,311	\$11,602	\$10,902	(700)	
Employee Relations and Strategic Human Resource Services					
Salaries	\$7,770	\$7,128	\$7,971	843	1
Operating Expenses	\$763	\$827	\$874	47	
SUB-TOTAL	\$8,533	\$7,955	\$8,845	890	
Human Resource Consulting Services					
Salaries	\$8,232	\$8,778	\$8,205	(573)	1
Operating Expenses	\$ 201	\$350	\$324	(26)	
SUB-TOTAL	\$8,433	\$9,128	\$8, 529	(599)	
TOTAL APPROPRIATION	\$33,074	\$33,722	\$33,145	(577)	
Amortization of Capital Assets					
Capital Asset Acquisitions	(\$14)				
Amortization - Land, Buildings and Improvements	\$218	\$218	\$218	0	
Amortization - Office and Information Technology	\$87	\$85	\$87	2	
SUB-TOTAL	\$291	\$303	\$305	2	
TOTAL EXPENSES	\$33,365	\$34,025	\$33,450	(575)	
Other Revenue					
Casual Revenue	\$7	\$5	\$3	(2)	
Previous Year Expenditures	\$28		\$6	6	
TOTAL REVENUE	\$35	\$5	9	4	

FTEs

283

Total Utilization including Students (8.2)

**Explanation of Major Variances (over \$50K):**

1. Salary adjustments due to staff changes.
2. Adjustments to general operating expenses and change in how programs and services are delivered.

Additional financial information can be found in the Government of Saskatchewan Public Accounts located at <https://publications.saskatchewan.ca/#/categories/893>.

# Report on Disclosures Made Pursuant to Public Interest Disclosure Legislation

## Annual Reporting (2022-23)

*The Public Interest Disclosure Act* (the Act) requires the tabling of an annual report by the Minister Responsible for the Public Service Commission on internally handled disclosures from all government institutions. In 2022-23, three disclosures were received. In the first disclosure case, no investigation was started as of March 31, 2023. The government institution that received the disclosure was in the process of determining if an investigation was required. The second disclosure was acted on; and one investigation was commenced. As of March 31, 2023, the investigation report has not yet been finalized. The third disclosure was acted on; and the investigation determined that the definition of a wrongdoing was not met.

## The Act

*The Public Interest Disclosure Act* (PIDA) was proclaimed on September 1, 2011. The purpose of the Act is to enhance confidence in government institutions and the public service by facilitating the disclosure and investigation of alleged wrongdoings in government institutions and to strengthen protection for public servants who disclose. Information on the Act, including a list of designated officers and information on making disclosures and complaints, can be found at: [http://taskroom.sp.saskatchewan.ca/Pages/Public-Interest-Disclosure-Act-\(PIDA\).aspx](http://taskroom.sp.saskatchewan.ca/Pages/Public-Interest-Disclosure-Act-(PIDA).aspx).

The Act applies to all employees of provincial ministries, Crown corporations, as well as a large number of government agencies, boards and other government institutions, which are set out in [The Freedom of Information and Protection of Privacy Regulations](#). As of 2020, it also applies to most employees of the Saskatchewan Health Authority and the Saskatchewan Cancer Agency.

The Act describes a wrongdoing as an act or omission in or relating to a government institution or the public service that the employee believes:

- is contrary to law;
- is a substantial and specific danger to the life or health and safety of persons;
- is a substantial and specific danger to the environment;
- is gross mismanagement of public funds or public assets; or
- involves another employee knowingly counseling someone to commit a wrongdoing.

## The Role of the Public Service Commission

The Minister Responsible for the Public Service Commission is responsible for the Act. The Public Service Commission (PSC) plays a central coordination and advisory role to the designated officers regarding the application of the Act. The PSC is responsible for developing procedures for designated officers to manage

disclosures and for educating designated officers accordingly. In addition, the PSC works with Ministry of Justice legal counsel and designated officers when disclosures are received within their organizations to help them manage through the process. The PSC coordinates the appointment of designated officers in all government institutions and is responsible for creating and maintaining the PIDA website, which provides general information and resources to all employees, as well as tools and templates for designated officers. The website can be found at: [http://taskroom.sp.saskatchewan.ca/Pages/Public-Interest-Disclosure-Act-\(PIDA\).aspx](http://taskroom.sp.saskatchewan.ca/Pages/Public-Interest-Disclosure-Act-(PIDA).aspx).

### **The Role of the Permanent Heads**

The Act requires the permanent heads/CEOs of government institutions to establish internal procedures for managing disclosures including the appointment of a designated officer from within their government institution.

### **The Role of the Public Interest Disclosure Commissioner**

The Act establishes a Public Interest Disclosure Commissioner as an independent officer of the legislature. The Act provides the Commissioner with the authority to provide education, undertake investigations, make recommendations and initiate systemic reviews when common themes or issues are identified through the complaint process. The Commissioner's website can be found at [www.saskpidc.ca](http://www.saskpidc.ca).

### **Making Disclosures**

The Act enables disclosure to a designated officer or to the Public Interest Disclosure Commissioner. Information on how to make a disclosure for public servants can be found on *The Public Interest Disclosure Act* webpage.

### **Making Complaints of Reprisal**

The Act also prohibits reprisals (e.g., dismissal, layoff, suspension, demotion, elimination of a job, reprimand) against public servants for making (or seeking advice about making) a disclosure of wrongdoing, participating in an investigation about a wrongdoing, or declining to participate in a wrongdoing. Any employee who feels they have been the subject of reprisal can make a complaint of reprisal to the Public Interest Disclosure Commissioner, who may undertake an investigation and provide a recommendation to the employee's government institution.

### **Where to Find More Information on Public Interest Disclosures in the Public Service**

Employees and Designated Officers can find more information about the Act and its procedures, including links to forms and regulations at [https://taskroom.sp.saskatchewan.ca/how-do-i/disclose-a-wrongdoing-in-the-workplace/public-interest-disclosure-act-\(pida\)](https://taskroom.sp.saskatchewan.ca/how-do-i/disclose-a-wrongdoing-in-the-workplace/public-interest-disclosure-act-(pida)).

# Appendices

## Appendix A – Governing Legislation

The Public Service Commission is responsible for representing the public interest in the administration of *The Public Service Act, 1998* and *The Public Service Regulations, 1999*. According to section 3 of *The Public Service Act, 1998*, the purposes of the Act are:

- To maintain an independent and professional public service;
- To facilitate providing quality service to the public in a manner that is responsive to changing public requirements;
- To recruit employees to the public service, and to develop a qualified public service in a manner that fulfills the purposes of the Act;
- To strive to develop a public service that represents the diversity of the people of Saskatchewan; and,
- To promote harmonious relations between the Government of Saskatchewan, its employees in the public service and the trade unions that represent those employees.

The Minister Responsible for the Public Service Commission has general responsibility for the Public Service Commission including responsibility for answering questions in the Legislative Assembly. The Minister's legal authority is limited to giving direction to the Public Service Commission in carrying out its statutory duties with respect to collective bargaining with trade unions representing government employees.

Public Service Commissioners are appointed by the Lieutenant Governor in Council and are responsible to effectively carry out the provisions of *The Public Service Act, 1998*.

Commissioners have all the powers of Commissioners appointed pursuant to *The Public Inquiries Act*, including the power to administer oaths and declarations, to subpoena witnesses and to compel the production of books, papers and records. The Chair and other Commissioners have exclusive statutory duties respecting all human resource matters laid out in the Act.

## Appendix B – Public Service Commissioners

Gregory Tuer, Chair	Regina
Nancy Croll	Regina
Lionel Prefontaine	Saskatoon
Linda Gallagher	Regina

## Appendix C – Transferred or Excluded Positions

In accordance with the provisions of section 31 of *The Public Service Act, 1998*, a list has been prepared of positions that have been transferred to the unclassified division of the public service or excluded from the operation of the Act by The Lieutenant Governor in Council. During the 2022-23 fiscal year, 53 positions were transferred or excluded, as follows:

### ORDER-IN-COUNCIL APPOINTMENTS April 1, 2022 – March 31, 2023

<u>MINISTRY</u>	<u>POSITION</u>	<u>NUMBER</u>
Advanced Education	Deputy Minister	1
Education	Deputy Minister	1
Environment	Deputy Minister	1
Executive Council	Deputy Minister to the Premier and Cabinet Secretary	1
	Protocol Officer	1
	Communications Manager	1
	Manager, Administration and Finance	1
	Brand Director	1
	Brand Consultant	1
Finance	Deputy Minister	1
	Provincial Comptroller	1
Government Relations	Deputy Minister	1
Health	Deputy Minister	1
Justice and Attorney General	Deputy Minister of Justice and Deputy Attorney General	1
	Acting Deputy Minister of Justice and Deputy Attorney General	1
	Judicial Assistant	2
	Executive Legal Officer	1
	Senior Crown Counsel	7
	Crown Counsel	14
	Crown Counsel Assistant	5
	Registrar's Administrative Assistant and Deputy Registrar	1
	Judicial Desktop Support Analyst	2
	Judicial Application Support Analyst	1
Public Service Commission	Chairperson	1

	Chairperson for Commissioners	1
Saskatchewan Health Recruitment Agency	Chairperson, Board of Directors	1
	Vice-Chairperson, Board of Directors	1
Social Services	Deputy Minister	1
<b>TOTAL</b>		<b>53</b>

## Appendix D – 2022-23 Full-Time Equivalent (FTE) Utilization by Ministry

MINISTRY	2022-23 Actual <sup>1</sup>
Advanced Education <sup>2</sup>	113
Agriculture	321
Corrections, Policing and Public Safety <sup>3</sup>	2,713
Education <sup>2</sup>	252
Energy and Resources <sup>4</sup>	277
Environment	339
Executive Council	73
Finance	337
Firearms Secretariat	15
Government Relations	164
Health <sup>2</sup>	370
Highways	1,279
Immigration and Career Training <sup>4</sup>	276
Integrated Justice Services <sup>2</sup>	182
Justice and Attorney General	970
Labour Relations and Workplace Safety	165
Parks, Culture and Sport <sup>2</sup>	449
Public Service Commission	283
SaskBuilds and Procurement <sup>2</sup>	950
Social Services	1,843
Trade and Export Development <sup>4</sup>	104
<b>Executive Government Total<sup>5</sup></b>	<b>11,475</b>

<sup>1</sup> Includes Student FTE utilization.

<sup>2</sup> 2022-23 Actual FTEs have been restated to consolidate selected Infrastructure planning, design and delivery resources.

<sup>3</sup> 2022-23 Actual FTEs have been restated to consolidate disaster assistance programing within the Saskatchewan public Safety Agency.

<sup>4</sup> 2022-23 Actual FTEs have been restated to reflect organizational changes created through Order in Council #472/2022, signed October 19, 2022.

<sup>5</sup> Totals may not add due to rounding.