

Public Service Commission



Annual Report for 2017-18

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Letters of Transmittal



*The Honourable
Ken Cheveldayoff*

*Minister Responsible for
the Public Service Commission*

His Honour the Honourable W. Thomas Molloy, O.C., S.O.M., Lieutenant Governor of Saskatchewan

May it Please Your Honour:

I respectfully submit the Annual Report of the Public Service Commission for the fiscal year ending March 31, 2018, in accordance with section 37 of *The Public Service Act, 1998*.

The Public Service Commission is committed to developing a strong and high-performing public service in order for the Government of Saskatchewan to deliver on its commitments to the people of the province.

The 2017-18 Annual Report demonstrates progress towards commitments that relate to the Public Service Commission as of March 31, 2018. This report also provides progress on key strategies and actions designed to ensure the Government of Saskatchewan has the workforce it needs to deliver on its priorities.

The Public Service Commission implemented a number of actions in 2017-18 that contribute to building leadership capacity, recruiting diversity group candidates, developing employees and ensuring the health, wellness and safety of public service employees.

The initiatives pursued in 2017-18, and the results achieved, are communicated to the legislature and to the Saskatchewan citizens through this report.

The Honourable Ken Cheveldayoff
Minister Responsible for the Public Service Commission



Karen Aulie

*Chair, Public Service
Commission*

The Honourable Ken Cheveldayoff, Minister Responsible for the Public Service Commission

May it Please Your Honour:

I have the honour of submitting the Annual Report of the Saskatchewan Public Service Commission for the fiscal year ending March 31, 2018.

In 2017-18, the Public Service Commission's significant accomplishments include the development of a plan to improve recruitment approaches for hard-to-recruit and leadership positions; began implementation of the inclusion and diversity strategy; and implemented a government-wide health and safety plan.

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

I acknowledge responsibility for this report and provide my assurance with regards to the accuracy, completeness and reliability of the information contained in this report. I also accept responsibility for the financial administration and management control of the Public Service Commission.

Karen Aulie
Chair, Public Service Commission

Introduction

This annual report for the Public Service Commission presents the Commission's results for the fiscal year ending March 31, 2018. It provides results of publicly committed strategies, key actions and performance measures identified in the *Public Service Commission Public Plan for 2017-18*. It also reflects progress toward commitments from the Government Direction for 2017-18, the *Saskatchewan Plan for Growth – Vision 2020 and Beyond*, and throne speeches.

The annual report demonstrates the Commission's commitment to effective public performance reporting, transparency and accountability to the public.

The *Public Service Commission Public Plan for 2017-18* is available at: <https://www.saskatchewan.ca/government/government-structure/boards-commissions-and-agencies/public-service-commission#plan-and-annual-report> under Plans and Annual Reports.

Alignment with Government's Direction

The Commission's activities in 2017-18 align with Saskatchewan's vision and four goals:

Saskatchewan's Vision

"... to be the best place in Canada – to live, to work, to start a business, to get an education, to raise a family and to build a life."

Sustaining growth
and opportunities for
Saskatchewan people

Meeting the challenges
of growth

Securing a better quality
of life for all
Saskatchewan people

Delivering responsive
and responsible
government

Together, all ministries and agencies support the achievement of Government's four goals and work towards a growing and prosperous Saskatchewan.

Commission Overview

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 in order 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.

The Commission also supports the development of strong employee engagement and workplace culture through many of its government-wide initiatives, including, *Our Commitment to Excellence*, the Corporate Mentorship Program, employee networks, and strategic workforce planning as well as through the Commission's focus on continuous improvement. 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 recruitment, assessment and selection of candidates for public service employment, develops corporate programming to build leadership and management capacity, and manages corporate learning and development.
- **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 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 HR-related inquiries. It is responsible for the design, development and operation of government-wide human resource information technology systems required for payroll purposes and human resource management.

Corporate Services

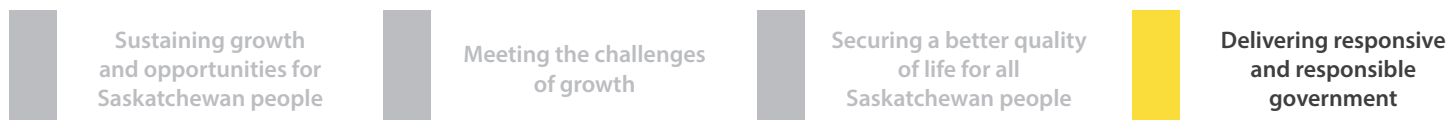
Corporate Services provides centrally-managed services in the areas of finance and other operational services, including accommodations and office equipment, required for the delivery of the Commission's mandate. Corporate Service also leads the development and implementation of government-wide human 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 activities and operations, including cross-government projects and initiatives.

Progress in 2017-18

Government Goals



The Public Service Commission is a central agency and primarily works towards the government goal of **Delivering Responsive and Responsible Government**. The Commission does this by working to build and maintain a professional and high-performing public service. The Saskatchewan Public Service's vision in *Our Commitment to Excellence* is to be 'The Best Public Service in Canada'. The role of the Public Service Commission is critical in helping Executive Government accomplish this goal. A high-performing workforce allows the Government of Saskatchewan to deliver on its commitments to the citizens of Saskatchewan.

The actions and strategies contained in this report reflect the Public Service Commission specific results, as well as government-wide results, depending on the nature of the action taken.

Commission Goal

Effective leadership.

Strategy

Acquire leadership capacity.

Key Actions and Results

Provide proactive and targeted leadership recruitment services.

- The Commission developed a plan to further improve and support leadership recruitment. This includes the development of sourcing strategies, to increase the pool of potential leadership candidates, such as using social media and professional organizations. As work on leadership recruitment continues, the Commission also continues to place an emphasis on the recruitment of diversity group candidates.

Strategy

Build leadership capabilities.

Key Actions and Results

Develop programs and frameworks for leaders and employees.

- PSC developed an executive team framework with tools and supports for building effective executive teams, which will be rolled out to all ministries in 2018-19. This framework will help develop executive teams and build leadership capability across government.
- PSC is developing a talent management framework to establish talent pools across the Government of Saskatchewan. We are working to ensure diversity members are included in both leadership and talent development initiatives in order to create a more inclusive and diverse workforce that is representative of the provincial population. This will help the Government of Saskatchewan tailor programs and services to better serve all citizens in the province.

Performance Measures

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

Government Goals



Commission Goal

High-Performing Employees and Organization.

Strategy

Build and acquire employee capability.

Key Actions and Results

Develop proactive and targeted recruitment capability.

- The Commission developed a multi-phase plan to further improve and support recruitment and staffing approaches for critical and hard-to-recruit positions. The Commission also continues to focus on the inclusion of diversity group candidates, including efforts to improve and enhance relationships with professional organizations, recruitment firms and educational institutions.

Develop a learning and development strategy.

- The Commission developed a multi-year learning and development plan which includes the Commission's continued expansion of the online learning portal (Learn). In 2017-18, more than 25,000 classroom seats were filled (up from 23,000 in 2016-17); 22,000 e-learning classes were completed (up significantly from 13,000 in 2016-17); and the Commission provided training, support and direction for more than 60 corporate and ministry-specific learning classes. Specifically in the Public Service Commission, more than 2,600 classroom seats were filled, and more than 700 e-learning classes were completed.
 - o The online learning portal provides an efficient and effective way for employees to build the required skills to achieve business objectives regardless of their geographic location. This portal is a cost-effective way of delivering training, and allows the Commission to monitor and adjust programs and services to better meet client and organizational needs.

Strategy

Build a comprehensive approach to employee recognition, compensation, pension and benefits, which will differentiate the Government of Saskatchewan as a top employer.

Key Actions and Results

Develop and implement a comprehensive approach to employee recognition, compensation, pension and benefits.

- PSC completed the initial phase of classification transformation, resulting in generic job descriptions for 80 per cent of in-scope positions. This will result in significant time and cost savings in job classification processes for the Government of Saskatchewan. The Commission started work on reviewing compensation and benefits, and this will continue into the next fiscal year.
- Phase two of the corporate employee recognition project, including updates to recognition policies and practices, is complete. These improvements to employee recognition will further build a culture of recognition and help recruitment and retention of employees.
- The Commission is reviewing and evaluating a variety of existing compensation, classification and performance management practices to make these processes more efficient.

Strategy

Improve Government of Saskatchewan engagement.

Key Actions and Results

Support Government of Saskatchewan culture and engagement initiatives.

- PSC undertook several initiatives to improve employee engagement and monitoring within the Government of Saskatchewan. This included implementing a standardized government-wide employee engagement methodology which ensures consistency in the tracking and monitoring of engagement.
- The Commission supported ministries to develop and implement action plans to strengthen engagement. Engagement is a key factor in attracting and maintaining a talented workforce, and implementing consistent approaches helps recruit and retain employees.

Strategy

Achieve a labour relations environment that supports government's business objectives.

Key Actions and Results

Lead and/or support collective bargaining for Executive Government and Treasury Board Crowns, Agencies and Boards.

- Ensuring labour stability for the Government of Saskatchewan workforce is integral for meeting government business objectives, as well as contributing to a positive and productive workforce.
 - o Negotiations with the Saskatchewan Government and General Employees' Union and the Canadian Union of Public Employees Local 600 are underway.
 - o Negotiations between the Commission and various Treasury Board Crowns, Agencies and Boards are also underway.

Strategy

Support Government of Saskatchewan’s transformational change.

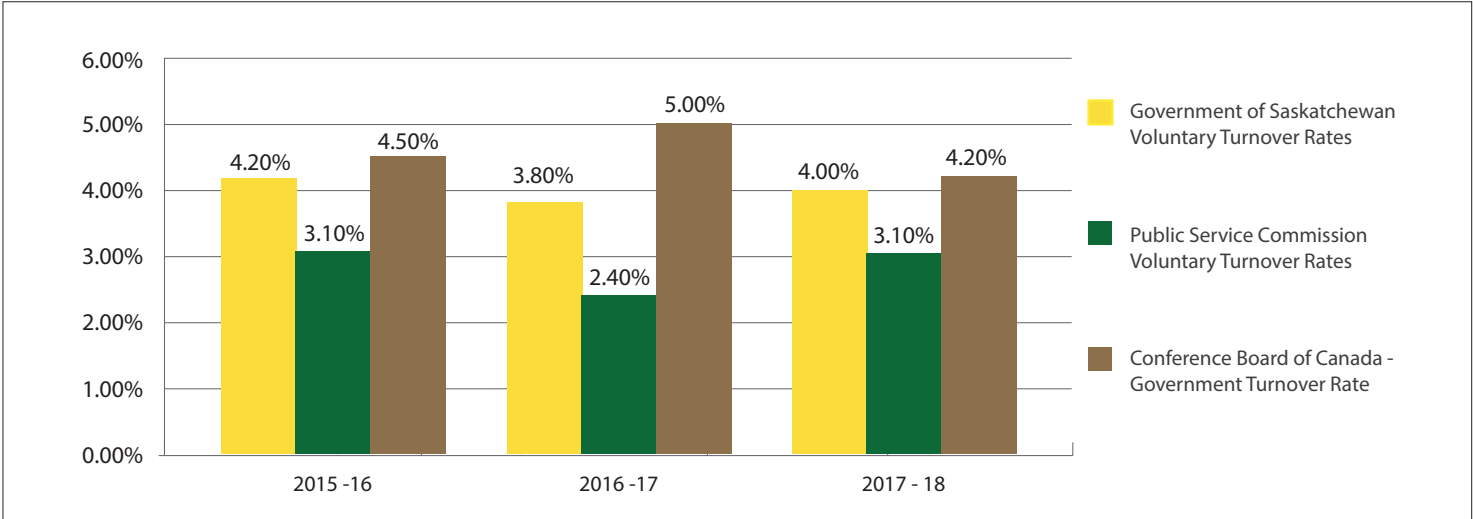
Key Actions and Results

Provide human resource support to ministry transformational change initiatives.

- The Commission supported a number of transformational change initiatives across various ministries.

Performance Measures

Government of Saskatchewan, Public Service Commission and Conference Board of Canada Voluntary Turnover Rates, March 31, 2018



Sources: Public Service Commission Human Resource Information System, March 2018; Government of Saskatchewan, Multi-Informational Database Application System (MIDAS), March 2014-18.

The Turnover Rate measures the rate at which permanent full-time and permanent part-time employees are voluntarily separating from the Government of Saskatchewan. This number excludes employees leaving because of retirements. This data also excludes casual, contract, temporary and seasonal workers.

The data above shows that turnover in the Government of Saskatchewan and the Public Service Commission has fluctuated but remains steadily below the Conference Board of Canada public sector turnover rate in the past three years. While there was a slight increase in 2017-18 for both the Government of Saskatchewan and the Commission, the change was minimal. Since turnover is voluntary, it is a demographic that can be influenced by changes to policies, practices, organizational culture and leadership within the public service.

This rate is calculated by taking the number of permanent full-time and permanent part-time employees who voluntarily leave the Government of Saskatchewan (excluding retirements) and dividing it by the average headcount of the permanent full-time and permanent part-time employees for the fiscal year.

Government Goals



Commission Goal

Inclusive Workforce.

Strategy

Achieve a diverse workforce and inclusive workplace.

Key Actions and Results

Develop and implement an inclusion strategy.

- In an effort to further promote diversity and inclusion in the Government of Saskatchewan, the Commission launched and implemented a multi-year Inclusion Strategy. The Commission rolled-out the Inclusion Strategy to all ministries and is continuing to provide support to ministries on their inclusion journey.
- The Commission increased diversity member participation in the Corporate Mentorship Program in the last few years, going from nine diversity group mentors/mentees in 2015 to 18 diversity group mentors/mentees in 2017-18. This consistent rise in diversity participation will help build both mentor and mentee skills for diversity group members, and potentially increase diversity representation in leadership positions.
- In keeping with recommendations from the Truth and Reconciliation Commission, Aboriginal Cultural Awareness training is required for government employees to increase awareness of Aboriginal-specific issues. Twenty per cent of employees are required to complete this training each year.
- The Disability Employment Action Plan supports the Government of Saskatchewan's Disability Strategy. The Commission has completed a number of initiatives on disability education and awareness.
 - o A new Disability Awareness e-learning module was rolled out. The module is a resource for managers and professionals and is available to all employees.
 - o An improved self-declaration process has been developed, with a scheduled government-wide launch in early 2018-19. This work will help to increase the Government of Saskatchewan's ability to attract, develop and engage individuals experiencing disabilities, and will also help to contribute to a more representative workforce.
 - o The Commission also continues to review human resource policies, programs and resources, with a focus on disabilities. This will help to remove barriers and create a more inclusive workplace.

Performance Measures

Executive Government Service-Wide Workforce Representation by Diverse Employee Group, March 31, 2018

Percentage workforce representation by diverse employee groups						
	2013-14	2014-15	2015-16	2016-17	2017-18	SHRC Goal
Aboriginal persons	11.4%	11.1%	10.6%	10.2%	9.9%	14.0%
Persons with a disability	2.7%	2.6%	2.4%	2.2%	2.1%	12.4%
Visible minority persons	3.9%	4.0%	4.1%	3.9%	3.5%	6.6%
Women in senior management	39.4%	39.7%	41.6%	44.8%	42.6%	46.0%
Women in middle mgmt. & other mgmt. positions	43.8%	45.0%	47.1%	49.7%	51.9%	46.0%
Youth	13.3%	13.4%	14.1%	13.9%	14.7%	n/a

Source: Government of Saskatchewan, Multi-Informational Database Application System (MIDAS), March 2013 to March 2018. *Goals are set by the Saskatchewan Human Rights Commission (SHRC).

This measure reflects the Government of Saskatchewan's ability to attract and retain a workforce representative of Saskatchewan's population, including Aboriginal persons, persons with a disability, visible minority persons, women in management and youth. The percentage of Aboriginal persons, persons with a disability and visible minority persons decreased slightly in the past year. Recruitment and retention of Aboriginal persons and persons with a disability continues to be a priority for the public service. The Commission is committed to creating a more inclusive workforce, and an increased emphasis on recruiting Aboriginal candidates and persons with a disability will help to improve representation for these groups going forward.

Representation of women in senior management had steadily climbed since 2013-14, but did see a small drop in 2017-18. Women in middle management saw another increase in 2017-18, and continues to exceed the SHRC goal.

The percentage of youth within the public service increased from 13.9 per cent in 2016-17 to 14.7 per cent in 2017-18. Youth recruitment and retention also continues to be a priority for the public service due to the increasing number of retirements that are anticipated over the next decade. Programs such as the Summer Student Program, Johnson Shoyama Graduate School of Public Policy's Executive Internship Program, the Corporate Mentorship Program, and the Inclusion Strategy are in place to attract and retain a diverse workforce.

The percentage of each diversity group is calculated by dividing the pro-rated headcount of employees who voluntarily self-declared within a diversity group by the total pro-rated headcount of employees in the Saskatchewan public service, as of March 31, 2018. For youth, the number of employees under the age of 30 is divided by the total number of employees, as of March 31, 2018.

Government Goals

Sustaining growth and opportunities for Saskatchewan people

Meeting the challenges of growth

Securing a better quality of life for all Saskatchewan people

Delivering responsive and responsible government

Commission Goal

Health, Wellness and Safety.

Strategy

Create a health, wellness and safety culture.

Key Actions and Results

Support an improved health, wellness and safety culture.

- Through collaboration with a variety of government-wide health, safety and wellness committees, the Commission developed and implemented a Corporate Health and Safety Strategic Plan. This plan helps ministries meet health, wellness and safety performance measures and deliverables, and increases regular, service-wide communication on health and safety.
 - o The Public Service Commission and Executive Government continues to work to increase awareness and education on workplace health and safety, improve practices to reduce the number of incidents and injuries, and create a safer work environment for employees.
 - o Each ministry is measuring the requirement to have all employees participate in mandatory Incident Reporting training.
 - Through incident reporting, government identified and began addressing its highest risk factor: slips, trips and falls.

Implement the Be at Work Program.

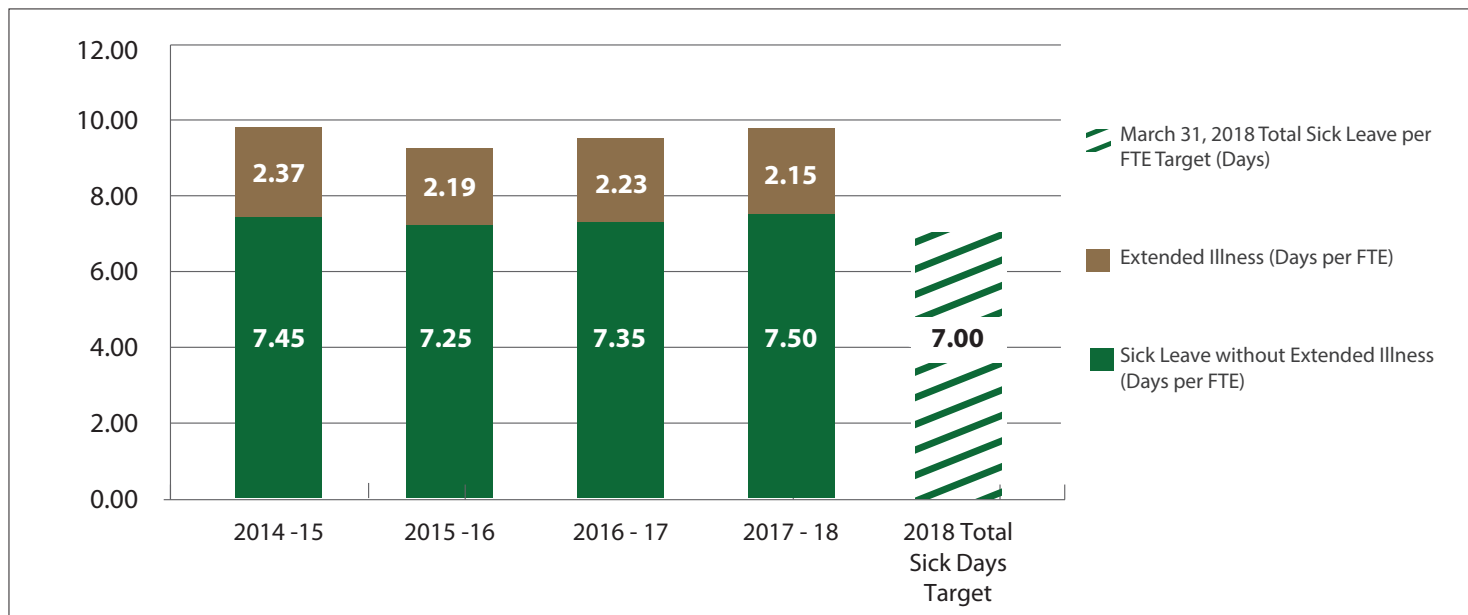
- The Be at Work program is a medical accommodation program for Executive Government. This program uses early intervention and disability case management to promote employees' healthy attendance at work. This program will help employees to remain at, or return to, work during recovery from illness or injury in order to reduce sick leave and time loss. This program was piloted in four ministries in 2017-18, and will see a government-wide rollout in the upcoming fiscal year. The pilot includes access to third-party case management for complex cases. The pilot's success will be evaluated at the end of the 2018-19 fiscal year.

Continue implementation of the National Standard for Psychological Health and Safety in the Workplace via the Healthy Workplaces program for Executive Government.

- The Commission is improving workplace mental health by implementing the National Standard in a phased approach. Phase one and two, consisted of building the foundation and identifying gaps and opportunities and has been completed. Implementation of Phase three, development of a multi-year plan to address issues is nearly complete within all ministries. Phase four, to begin implementation of the actions within this plan, will occur this coming fiscal year.

Performance Measures

Executive Government Service-Wide Sick Leave Usage per Full Time Equivalent (FTE), March 31, 2018



Sources: Public Service Commission Human Resource Information System, March 2018; Government of Saskatchewan, Multi-Informational Database Application System (MIDAS), March 2015-18.

Sick leave usage measures the average number of sick days used per employee in the Saskatchewan public service. The number of sick leave days overall increased slightly from 9.58 days in 2016-17 to 9.65 in 2017-18. This is above the March 31, 2018 target of 7.0 days per full-time equivalent (FTE). This also marks the third consecutive year in which sick leave usage has increased service-wide.

This measure is calculated by tracking total sick time per employee and averaging it for all FTEs. Since the Government of Saskatchewan does not have short-term disability, sick leave with extended illness (defined as 80 hours of accumulated sick leave during a fifteen calendar day period), and sick leave without extended illness are tracked separately.

Executive Government Service-Wide Workers' Compensation Board (WCB) Injury Rate Reduction, December 31, 2016

The Government of Saskatchewan reduced the injury rate by a total of 31 per cent between 2013 and 2016. A new target has been established to reduce the injury rate from the 2016 baseline by 12.5 per cent per year, for a total reduction of 50 per cent by 2020.

2017-18 Financial Overview

For the period ending March 31, 2018, the Public Service Commission incurred total expenses of \$33.954 million. This represents a variance of \$0.341 million under the 2017-18 operating budget of \$34.295 million. The variance primarily relates to staffing delays and reduction in planned operating expenses.

Public Service Commission Expenses, Actuals and Variance

(Note: Values are quoted in thousands)					
PROGRAMS	2016-17 Actual	2017-18 Budget	2017-18 Actual	2017-18 Variance	
Central Management and Services					
Salaries	1,376	1,049	1,204	155	1
Operating Expenses	4,378	3,959	4,202	243	2
SUB-TOTAL	5,754	5,008	5,406	398	
Human Resource Service Centre					
Salaries	6,968	7,152	7,182	30	
Operating Expenses	4,113	3,790	3,537	(253)	3
SUB-TOTAL	11,081	10,942	10,719	(223)	
Employee Relations and Strategic Human Resource Services					
Salaries	5,012	8,253	7,889	(364)	1
Operating Expenses	961	1,603	1,528	(75)	3
SUB-TOTAL	5,973	9,856	9,417	(439)	
Human Resource Consulting Services					
Salaries	10,615	7,739	7,672	(67)	1
Operating Expenses	769	400	437	37	
SUB-TOTAL	11,384	8,139	8,109	(30)	
TOTAL APPROPRIATION	34,192	33,945	33,651	(294)	
Amortization of Capital Assets					
Amortization - Land, Buildings and Improvements	218	220	218	(2)	
Amortization - Office and Information Technology	85	130	85	(45)	
SUB-TOTAL	303	350	303	(47)	
TOTAL EXPENSES	34,495	34,295	33,954	(341)	

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

1. Variances due to staffing delays or assignment of staff resources to priority functions.
2. Variance due to an increase in accommodation and technology services.
3. Variance due to delays in planned operating expenses.

(Note: Values are quoted in thousands)				
PROGRAMS	2016-17 Actual	2017-18 Budget	2017-18 Actual	2017-18 Variance
Other Revenue				-
Casual Revenue	33	15	4	(11)
Previous Year Expenditures	(82)		13	(13)
TOTAL REVENUE	(49)	15	17	2

Explanation of Major Variances (over \$50K):
 1. NIL

FTEs	
Total Utilization including Students (10.5)	296.9

Report on Disclosures Made Pursuant to Public Interest Disclosure Legislation

The Act

The Public Interest Disclosure Act (the Act) 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 wrongdoing 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 employees of Executive Government, as well as employees of Crown corporations and other agencies, boards, and commissions included under the definition of “government institutions” in *The Freedom of Information and Protection of Privacy Regulations*.

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 plays a central coordination and advisory role to the designated officers regarding the application of the Act. The Public Service Commission is responsible for developing procedures for designated officers to manage disclosures and for educating designated officers accordingly. In addition, the Public Service Commission 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 Commission coordinates the appointment of designated officers in all government institutions and is responsible for creating and maintaining the webpage, 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.

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 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 he or she has 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)).

Annual Reporting (2017-18)

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 2017-18, no disclosures were received.

For More Information

If you have questions or comments about this report, we invite you to contact us at:

Public Service Commission
2350 Albert Street
REGINA, SK S4P 4A6
Tel: 306-787-7611

For more information on programs, please visit the Public Service Commission website at: <https://www.saskatchewan.ca/government/government-structure/boards-commissions-and-agencies/public-service-commission>.

The Public Service Act, 1998, is available at:

<http://www.publications.gov.sk.ca/freelaw/documents/English/Statutes/Statutes/P42-1.pdf>.

The Public Service Regulations, 1999, are available at:

<http://www.publications.gov.sk.ca/freelaw/documents/English/Regulations/Regulations/P42-1R1.pdf>.

Appendices

Appendix A – Mandate and Governing Legislation

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 in order 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.

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.

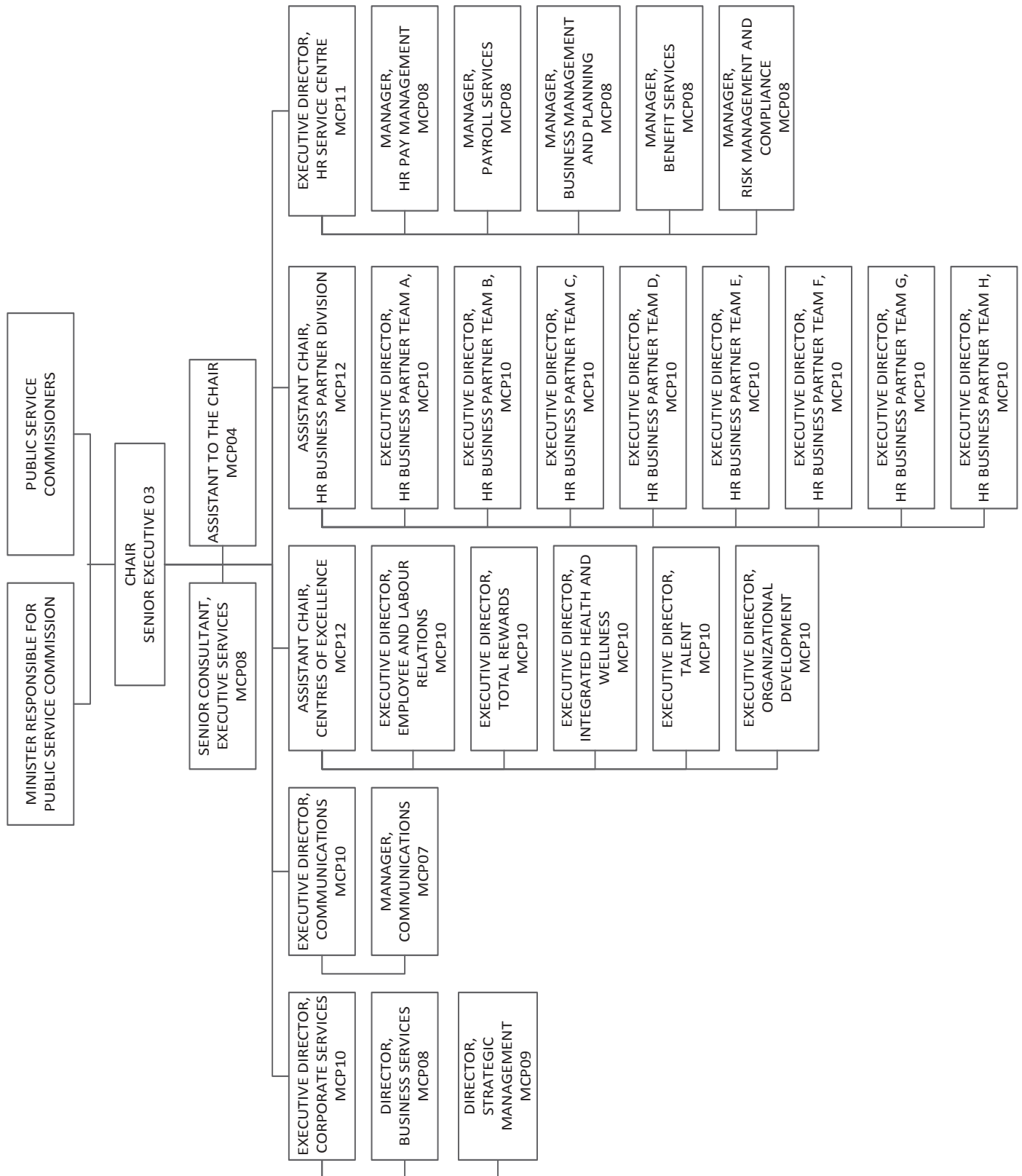
The Public Service Commissioners are appointed by the Lieutenant Governor in Council and are responsible to effectively carry out the provisions of *The Public Service Act, 1998*.

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

Karen Aulie, Chair	Regina
Nancy Croll	Regina
Richard McKillop	Regina
Lionel Prefontaine	Saskatoon

Appendix C – Public Service Commission Organization Chart, Executive Structure



Appendix D – 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 which have been transferred to the unclassified division of the public service or excluded from the operation of the Act. During the 2017-18 fiscal year, 25 positions were transferred or excluded, as follows:

MINISTRY	POSITION	NUMBER
Advanced Education	Deputy Minister	1
Education	Deputy Minister	1
Executive Council	Access and Personnel Coordinator (MCP3)	1
	Cabinet Officer (MCP4)	1
	Chief of Staff to the Premier	1
	Deputy Chief of Staff to the Premier	2
	Director of Communications and Press Secretary	1
	Executive Director	1
	Interim Deputy Minister	1
	Protocol Officer (MCP6)	1
	Senior Advisor in Executive Council	1
	Special Advisor to the Premier	1
	Senior Advisor to the Premier	1
Finance	Deputy Minister	1
Highways and Infrastructure	Deputy Minister	1
Immigration and Career Training	Deputy Minister	1
Justice and Attorney General	Judicial Assistant (MCP2)	1
	Crown Counsel	4
	Manager of Judicial Operations (MCP6)	1
Parks, Culture and Sport	Deputy Minister	1
Trade and Export Development	Acting Deputy Minister	1
TOTAL		25

Appendix E – 2017-18 Full-Time Equivalent (FTE) Utilization by Ministry

MINISTRY	2017-18 Actual ¹
Advanced Education	127
Agriculture	373
Central Services	777
Economy	548
Education	247
Environment	863
Executive Council	102
Finance (excludes PEBA)	322
Government Relations	269
Health	507
Highways and Infrastructure	1,317
Justice	3,223
Labour Relations and Workplace Safety	152
Parks, Culture and Sport	413
Public Service Commission	297
Social Services	1,821
EXECUTIVE GOVERNMENT TOTAL²	11,359

1. Includes Student FTE utilization.

2. Totals may not add due to rounding.