

Public Service Commission

Annual Report for 2020-21

Table of Contents

Letters of Transmittal	3
Commission Overview.....	4
Public Service Commission COVID-19 Response Highlights	6
Progress in 2020-21 Effective Leadership in the Government of Saskatchewan	7
Progress in 2020-21 High-Performing Organization.....	9
Progress in 2020-21 Achieve a diverse workforce and inclusive workplace	13
Progress in 2020-21 Health, Safety and Wellness.....	15
2020-21 Financial Overview	18
Report on Disclosures Made Pursuant to Public Interest Disclosure Legislation	20
For More Information.....	22
Appendices	23
Appendix A – Governing Legislation	23
Appendix B – Public Service Commissioners	23
Appendix C – Transferred or Excluded Positions	24
Appendix D – 2020-21 Full-Time Equivalent (FTE) Utilization by Ministry	26

Letters of Transmittal



The Honourable Jim Reiter, 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, 2021.

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 initiatives pursued in 2020-21, and the results achieved, are communicated to the legislature and to the Saskatchewan citizens through this report.



Jim Reiter
Minister Responsible for the Public Service Commission



*Raynelle Wilson
Chair, Public Service Commission*

Dear Minister:

I have the honour of submitting the Annual Report of the Saskatchewan Public Service Commission for the fiscal year ending March 31, 2021.

In 2020-21, the Public Service Commission's significant accomplishments include an ongoing focus on building leadership capacity, increasing emphasis on the sourcing and recruitment of diversity group candidates and building a foundation for a diverse workforce and an inclusive workplace.

This year, we continued to focus on the response to COVID-19. The Commission supported public service employees through the transition to working from home and return to the workplace and provided tools and information on workplace safety protocols. We facilitated the redeployment of hundreds of employees to ministries and agencies that needed support during COVID-19.

In addition, we conducted an Engagement and Culture Pulse Survey to understand how employees were managing during the pandemic. The results indicated that employees agreed we continued to live our values during this time. We launched the Middle Manager Excellence project to help managers excel in their roles and support a high-performing organization. We continued to focus on inclusion of diversity group candidates through the development of a diversity recruitment strategy and building relationships with post-secondary institutions to connect with potential diversity candidates.

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.



Raynelle Wilson
Chair, Public Service Commission

Commission Overview

Mandate

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

Overview

The 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 2020-21, the Public Service Commission had a total of 300 Full-Time Equivalents in offices in Regina, Saskatoon and Prince Albert. 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 development of the public service through 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 activities and operations, including cross-government projects and initiatives.

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>.

Public Service Commission

COVID-19 Response

Highlights

Overview

The COVID-19 pandemic challenged government operations during the 2020-21 fiscal year. The expected operations of programs and services may have significantly changed as the Government of Saskatchewan worked quickly to support citizens and businesses. Annual Reports for the 2020-21 fiscal year provide information on the impacts of COVID-19 and recognize the work of the Government of Saskatchewan in responding to the pandemic.

COVID-19 Response Highlights

- The Commission supported the Government's COVID-19 transition of public service employees, who were able, to work from home to reduce risk of workplace transmission and the return of employees safely to the workplace as part of the Re-open Saskatchewan Plan. To support this, the Commission implemented a number of supports, including a website with work from home tools and guidelines; health, safety and wellness checklists for managers and employees; return to the workplace guidelines; an e-learning module, as well as signage, posters, questions and answers, etc.
- The Commission supported leaders and employees through the changing pandemic environment including: the transition to work from home and return to the workplace; positive COVID-19 cases in the workplace; working virtually and adjusting timeframes for PSC programming and shifting same to virtual delivery. COVID-19 safety protocols, mental health supports and accommodation requests were a priority to ensure the safety of our employees. The Commission also guided the organizational design process for ministries that needed to shift their program delivery and resources to meet the needs of the pandemic response and citizens.
- The Commission facilitated 64 redeployment requests from ministries, agencies and the Saskatchewan Health Authority for COVID-19 support. As of March 31, 2021, more than 450 employees from 26 ministries and agencies have been redeployed to support the government's response to the pandemic and ensure continued service to Saskatchewan citizens.
- The Commission moved many learning and development programs to virtual environment during COVID-19 to ensure the ongoing learning development of employees.

Progress in 2020-21

Effective Leadership in the Government of Saskatchewan

Government Goals



Commission Goal

Effective Leadership in the Government of Saskatchewan.

Strategy

Acquire leadership capability.

Key Actions

- **Continue to provide proactive and targeted leadership recruitment services for the Government of Saskatchewan.**
 - The Commission continued to use the talent management inventories to address hard-to-recruit and pivotal positions, including those for executives and managers.
 - The Commission's sourcing strategies continued to focus on diversity talent pools.
 - The Commission continued to support recruitment and onboarding of new executive leaders to ensure they are well-positioned for their new assignments.

Strategy

Engage and grow senior leadership.

Key Actions

- **Strengthen leadership succession.**
 - The Commission continued to support ministries in building succession plans, developing potential successors and improving the availability and mobility of talent across the government.

- The Commission has been enhancing talent mobility practices to develop, prepare and move executive leaders within the organization in alignment with strategic need. The initiative included developing common tools for evaluating executive leadership, continued relationship building with employees in the Executive Talent Inventory who have been assessed for readiness to move into a senior executive position, and exploring planning for success process changes to enhance career conversations.
- **Enhance leadership performance by using leadership competencies and outcome measures.**
 - The Commission piloted the leadership outcome measures in 2019. However, there were issues with the number of measures and the process to gather the information. A new solution has been implemented and will be reassessed in the future.
- **Ensure senior leadership has the knowledge and tools necessary to acquire, engage and grow employees.**
 - The Commission supported the Government of Saskatchewan's leadership to navigate through the COVID-19 pandemic by providing advice, guidance and tools.
 - The Commission continued to implement and support the Practices of an Effective Executive Team framework used across government. The framework is intended to build a consistent foundation for executive team development and effectiveness in support of a high-performing organization. In response to COVID-19, teams were provided with pandemic reflection tools and resources to address opportunities for increased executive team effectiveness. The framework will be evaluated in the next fiscal year to assess and measure continuous improvement opportunities.
 - The Commission continued to offer its Executive Education program and shifted other leadership development programs online to continue leadership growth during the pandemic.

Performance Measure Results

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

Progress in 2020-21

High-Performing Organization

Government Goals



A Strong Economy



Strong Communities



Strong Families

Commission Goal

High-Performing Organization.

Strategy

Acquire, engage and grow employees.

Key Actions

- **Provide improved resources, tools and supports for middle managers to ensure success in their roles.**
 - The Commission launched the Middle Manager Excellence (MME) project in October 2020 to enable middle managers to excel in the roles that will best support a high-performing organization. The project identifies the ideal roles of middle managers with five focus areas required to ensure success.
 - The Commission has started to embed MME into current HR programs and supports and will continue to support participating ministries in the project planning and implementation during 2021-25.
- **Provide proactive and targeted recruitment for hard-to-recruit and pivotal roles.**
 - The Commission launched a multi-phase plan to improve recruitment and staffing for critical, pivotal and hard-to-recruit positions, taking into account the need for career progression. Improvements include using online recruitment tools, such as LinkedIn, as well as building relationships with post-secondary institutions and community-based organizations to find external candidates.
 - The Commission worked with ministries to develop their 2020-24 Strategic Workforce Plans (SWP) which identify and address current and future workforce risks that may prevent a ministry from executing their strategic plan or their core lines of business.
 - The Commission continued to focus on recruiting diversity group candidates through the development of a diversity sourcing strategy, including continuing to build relationships with

post-secondary institutions to help establish a connection with potential Indigenous candidates.

- **Continue implementation of the corporate learning and development plan.**
 - The Commission continued to implement a multi-year learning and development plan (2020-2022). Many of the corporate learning programs, including the Supervisory Development Program, Manager Development Program, Johnson-Shoyama Graduate School of Public Policy workshops and leadership programs are delivered online through Learn, an online learning portal.
 - The Commission launched the Supervisory Development Program in September 2020, offering a new learning path for in-scope supervisors to develop the skills and competencies they need to be successful in their roles.
 - The Commission moved both the New Employee Orientation and the New Manager Orientation online in fall 2020, increasing training accessibility for government employees in remote and northern locations.
 - The Commission moved all learning and development programs to a virtual environment during COVID-19.
- **Support culture and engagement initiatives.**
 - The Commission implemented a government-wide Engagement and Culture Pulse Survey in August and September 2020 to gather feedback on employees' experience during the COVID-19 pandemic. A full Employee Engagement and Culture Survey will be conducted in the fall of 2021. These surveys provide a mechanism for monitoring progress towards employee engagement and culture, and supports ministries in identifying areas of focus.
- **Enhance the performance management framework for employees.**
 - The Commission implemented performance management guides to support managers and their teams who were working virtually from home during COVID-19.
 - The Commission designed and implemented training for managers to educate them about competencies, and how to identify and apply competencies to acquire, engage and grow employees.

Strategy

Enhance employee and organizational performance through strategic human resource support, advice and guidance.

Key Actions

- **Enable government to deliver on priorities through effective labour relations and policy development.**
 - Supported the Government's COVID-19 response efforts by guiding the transition of employees to work from home to reduce the risk of workplace transmission and the return of employees to the workplace as part of the Re-open Saskatchewan Plan. To support this, the Commission implemented a number of tools including: work from home tools and guidelines; health, safety and wellness checklists for managers and employees; return to the workplace guidelines; an e-Learning module, as well as signage, posters, etc.
 - The Government of Saskatchewan signed a new Collective Bargaining Agreement with the Canadian Union of Public Employees (CUPE, Local 600) (October 1, 2017 - September 30, 2021).

- As part of the 2016-2022 Saskatchewan Government and General Employees' Union (SGEU) Collective Bargaining Agreement, the Commission simplified and streamlined the Temporary Assignment of Higher Duties process, making it more effective to manage the pay and administration of employees assigned additional duties.
- **Provide strategic human resource support to the Government of Saskatchewan.**
 - The Commission continues to support clients in achieving their strategic priorities and day-to-day operational work through various human resource services including, but not limited to, reorganizations, succession planning, strategic workforce planning, performance management advice, culture and engagement and priority recruitment.
 - In order to support the Government's COVID-19 response, as of March 31, 2021, the Commission facilitated 64 redeployment requests that have come in from ministries, the Saskatchewan Public Safety Agency, and the Saskatchewan Health Authority. This has resulted in the redeployment of more than 450 employees from 26 ministries and agencies to support the government's response to the pandemic and ensure continued service to Saskatchewan citizens.

Strategy

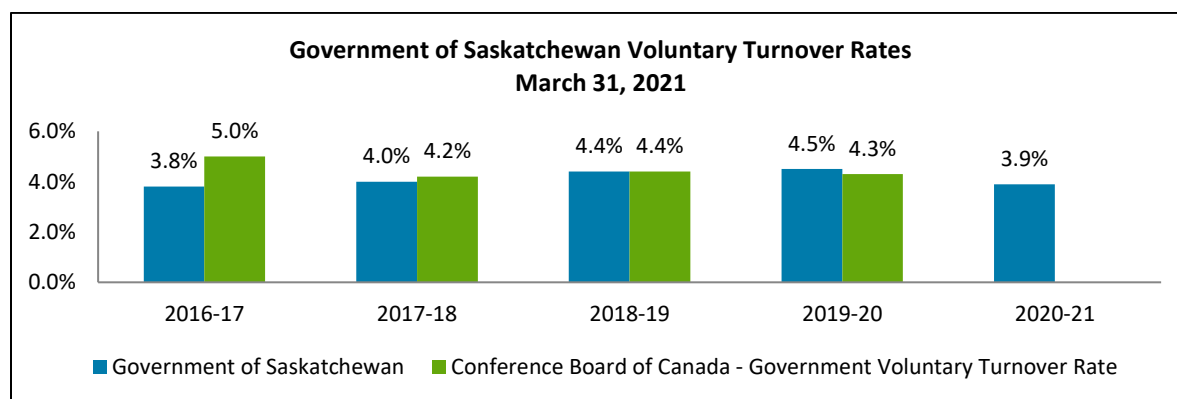
Improve human resource information and technology.

Key Actions

- **Explore options to transform government business processes through an integrated human resource, financial and procurement cloud-based business system.**
 - The Commission has been partnering with several ministries on an Enterprise Business Modernization Project (EBMP) to implement a new government-wide solution for an integrated financial, human resource and procurement system. This three-phase project began in October 2020. Phase One is complete and Phase Two is underway developing a detailed business case.

Performance Measure Results

Turnover Rates – Voluntary separation of permanent full-time and permanent part-time employees from the Government of Saskatchewan.



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

Note: Conference Board of Canada didn't release the government voluntary turnover rate for 2020-21.

The turnover rate in the Government of Saskatchewan was 3.9 per cent in 2020-21, a decrease of 0.6 percentage

points, compared to 2019-20. Prior to 2020-21, the turnover rate was slowly trending upward since 2016-17, but remained below or close to the national average (the Conference Board of Canada's national public sector turnover rate). Since turnover is voluntary, it can be influenced by changes to policies, practices, organizational culture and leadership within the public service. However, the COVID-19 pandemic has played a clear role in employees staying with the organization in 2020-21.

This rate is calculated by taking the number of permanent full-time and permanent part-time employees who voluntarily leave the Government of Saskatchewan 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 in 2020-21

Achieve a diverse workforce and inclusive workplace

Government Goals



Commission Goal

Inclusive Workforce.

Strategy

Achieve a diverse workforce and inclusive workplace.

Key Actions

- **Continue implementation of the Inclusion Strategy and Action Plan.**
 - The Commission continues to support ministries to identify, develop and execute Inclusion Action Plans with resources from the Inclusion Toolkit. This toolkit is aimed to help managers build and support an inclusive workplace culture. The second phase of the Inclusion Toolkit (Acquire, Engage and Grow) launched in April 2020.
 - The Commission has a self-declaration process, which provides opportunities for diversity group employees to self-declare and increases opportunities for targeted training and employment. As of March 2021, 22.5 per cent of government employees have self-declared as a member of a diversity group.
 - In keeping with recommendations from the Truth and Reconciliation Commission, Aboriginal Awareness training is required for all government employees. A corporate course has been available since 2017. Twenty per cent of employees are required to complete this training each year. As of March 2021, 4,825 (or 44%) employees have completed training.
 - Online training for employees, including Disability Awareness, Creating Positive Spaces and Respect in the Workplace (mandatory) was implemented to create awareness for employees and foster an inclusive work environment. As of March 2021, 2,660 employees completed Disability Awareness training; 2,563 employees completed Creating Positive Spaces training; and 14,695 employees completed Respect in the Workplace training.

- The Commission continues to design and review human resource policies and programs with the intent to remove barriers for diversity candidates and employees and foster a more inclusive workplace.
- The Commission continues to build partnerships and collaboration opportunities with post-secondary and community organizations to expand diversity candidate pools.
- The Commission reviewed the existing Summer Student Program to develop a strategy to increase the availability of employment opportunities for students with permanent disabilities. The strategy will be implemented in the next fiscal year.

Performance Measure Results

The Public Service Commission has an Inclusion Strategy and Action Plan and is committed to building a diverse workforce and an inclusive workplace. The Commission closely monitors and analyzes a number of internal indicators to implement the Inclusion Strategy.

Progress in 2020-21

Health, Safety and Wellness

Government Goals



Commission Goal

Health, Safety and Wellness.

Strategy

Create a culture of health, safety and wellness.

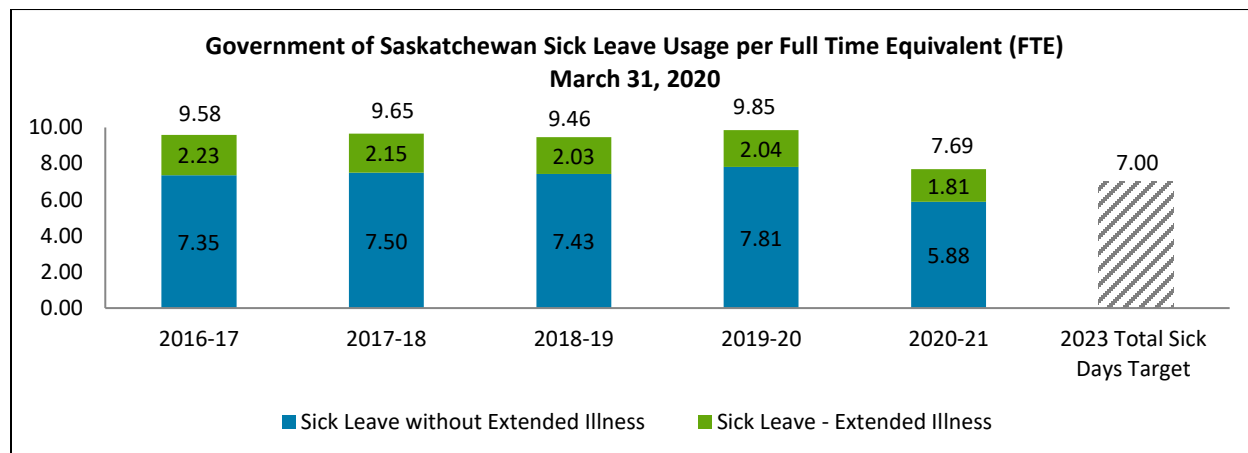
Key Actions

- **Continue to support implementation of the Corporate Health, Safety and Wellness Plan.**
 - The Commission continues to identify and target action on preventing workplace injury and illness through enhanced safety performance. In 2020-21, the Commission developed a performance assessment protocol (audit tool) based on WorkSafe Saskatchewan's Foundational Pillars. 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 the information and training required to perform their work competently.
 - In alignment with the Chief Medical Health Officer guidelines, the Commission developed and implemented pandemic planning and response policies, supports and resources, to prevent COVID-19 transmission and support employee safety in the workplace.
 - The Commission continues to work on managing time loss due to injury or illness. In 2020-21, the Commission continued to advance Integrated Case Management through the Be At Work program, and support managers with updated Duty to Accommodate Guidelines. The program focuses on early intervention and case management to support and help employees stay-at or return-to-work during recovery from illness or injury, or disability.
 - The Government of Saskatchewan annually renews its actions that support implementation of the National Standard for Psychological Health and Safety in the Workplace to enhance psychological health and safety for employees and prevent psychological harm. In 2020-21, the Commission enhanced the Critical Incident Stress Management program through Peer Support Teams and training, completed a validation review of resiliency training, and designed and implemented additional tools for the Healthy Workplaces library.

- The Commission expanded its communications to promote the Employee and Family Assistance Program for employees and their eligible family members.
- The Commission measures its success in creating a culture of health, safety and wellness through awareness and engagement of employees in the annual Safety Survey to help each ministry and government as a whole to identify areas where the physical and psychological health, safety and well-being of employees can be improved, especially during COVID-19.

Performance Measure Results

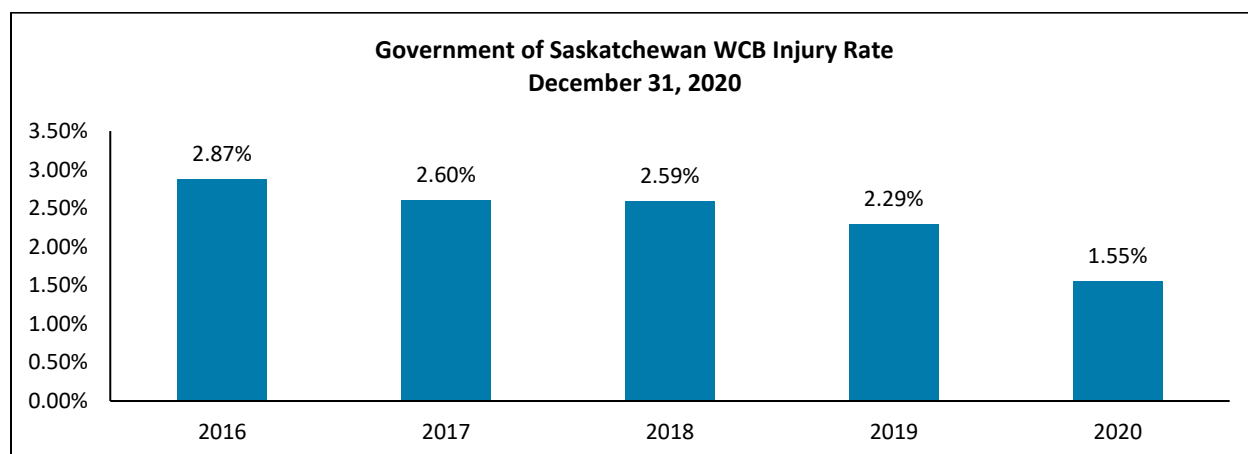
Sick Leave Usage - Average number of personal illness days used per employee in the Saskatchewan public service for incidental and extended use.



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

The target is to decrease sick days annually by 20.4 per cent to 7.0 days per full-time equivalent (FTE) by March 31, 2023. In 2020-21, Sick Leave without Extended Illness was 5.88, Sick leave, Extended Illness only was 1.81, and the total was 7.69, compared to the target for 2020-21 of 7.42. However, the statistical results for 2020-21 may not be an accurate reflection of outcomes due to COVID-19 and a large percentage of the workforce working from home.

Workers' Compensation Board (WCB) Total Injury Rate

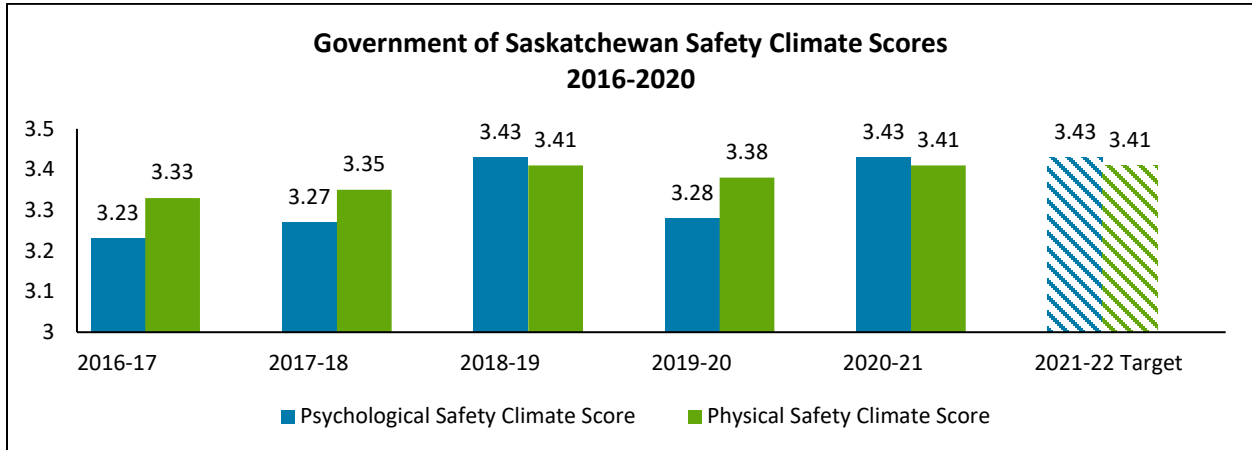


Source: Saskatchewan Workers' Compensation Board

The Government of Saskatchewan has been working towards Mission: Zero by reducing the injury rate by 12.5 per cent per year from the 2016 baseline of 2.87 per cent. Although the rate did not reduce at the expected pace, it has consistently improved since 2016.

The Total Injury Rate for 2020 was at 1.55 per cent. It is suspected the COVID-19 pandemic response and much of the workforce working from home impacted outcomes. The Commission will continue to track and monitor this indicator.

Psychological Safety Climate Score and Physical Safety Climate Score



Source: Government of Saskatchewan, annual safety survey.

The Safety Survey measures two indicators of workplace safety climate: Psychological Safety Climate Score and Physical Safety Climate Score. The survey is a tool sponsored by WorkSafe Saskatchewan and developed by University of Regina researchers for signatories of the Saskatchewan Health and Safety Leadership Charter. It supports psychological wellbeing, 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.

Compared to 2019-20, the Psychological Safety Climate Score increased by 4.6 per cent and the Physical Safety Climate Score slightly increased by 0.9 per cent in 2020-21. Both indicators remained above the benchmark score over the past five years.

2020-21 Financial Overview

For the period ending March 31, 2021, the Public Service Commission incurred total expenses of \$33.243 million. This represents a variance of \$2.279 million under the 2020-21 operating budget of \$35.522 million. The variance primarily related to changes in Capital Purchases, Vacancy Management and unexpected IT operational savings.

Public Service Commission Expenses, Actuals and Variance

PROGRAMS	(values in thousands of dollars)			
	2019-20 Actual	2020-21 Budget	2020-21 Actual	2020-21 Variance
Central Management and Services				
Salaries	\$1,112	\$1,224	\$1,233	9
Operating Expenses	\$3,991	\$3,836	\$3,459	(377)
SUB-TOTAL	\$5,083	\$5,060	\$4,692	(368)
Human Resource Service Centre				
Salaries	\$7,971	\$8,296	\$8,089	(206)
Operating Expenses	\$3,382	\$3,094	\$3,316	222
Capital Asset Acquisitions		\$2,000		(2,000)
SUB-TOTAL	\$11,353	\$13,390	\$11,405	(1,984)
Employee Relations and Strategic Human Resource Services				
Salaries	\$6,743	\$6,882	\$7,455	573
Operating Expenses	\$ 897	\$997	\$687	(310)
SUB-TOTAL	\$7,640	\$7,879	\$8,142	263
Human Resource Consulting Services				
Salaries	\$8,025	\$8,488	\$8,502	14
Operating Expenses	\$ 271	\$400	\$198	(202)
SUB-TOTAL	\$8,296	\$8,888	\$8,700	(188)
TOTAL APPROPRIATION	\$32,392	\$35,217	\$32,939	(2,277)
Amortization of Capital Assets				
Capital Asset Acquisitions		(\$2,000)		2,000
Amortization - Land, Buildings and Improvements	\$218	\$218	\$218	0
Amortization - Office and Information Technology	\$85	\$87	\$85	(2)
SUB-TOTAL	\$303	(\$1,695)	\$303	1,998
TOTAL EXPENSES	\$32,695	\$33,522	\$33,243	(278)
Other Revenue				
Casual Revenue	19	231	108	(123)
Previous Year Expenditures	39		25	25
TOTAL REVENUE	26	231	133	(98)

FTEs

Total Utilization including Students (8.8) 300.0

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

1. Salary adjustment.
2. Adjustments to general operating and information technology expenses and change in how programs and services are delivered.
3. Capital project deferred.

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

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 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.

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)).

Annual Reporting (2020-21)

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 2020-21, two disclosures were received. As of March 31, 2021, the investigation was still ongoing in both cases.

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 – 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

Raynelle Wilson, Chair	Regina
Nancy Croll	Regina
Lionel Prefontaine	Sunset Estates
Collette Robertson	Regina
Lin 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 which 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 2020-21 fiscal year, 63 positions were transferred or excluded, as follows:

ORDER-IN-COUNCIL APPOINTMENTS April 1, 2020 – March 31, 2021

<u>MINISTRY</u>	<u>POSITION</u>	<u>NUMBER</u>
Education	Deputy Minister	1
Energy and Resources	Deputy Minister	1
	Acting Deputy Minister	1
Executive Council	Associate Deputy Minister	1
	Cabinet Officer	1
	Communications Advisor and Brand Manager	1
	Manager, Administration and Finance	2
	Protocol Officer	2
Immigration and Career Training	Deputy Minister	1
Justice and Attorney General	Crown Counsel Assistant	11
	Judicial Assistant	3
	Senior Crown Counsel	7
	Crown Counsel	20
	Registrar for the Court of Appeal	1
	Senior Information Technologist	1
Labour Relations and Workplace Safety	Deputy Minister	1
	Acting Deputy Minister	1
Public Service Commission	Chairperson	1
	Commissioner	2
SaskBuilds and Procurement	Deputy Minister	1
	Assistant Deputy Minister	1

Social Services	Deputy Minister	1
Trade and Export Development	Deputy Minister	1
TOTAL		63

Appendix D – 2020-21 Full-Time Equivalent (FTE) Utilization by Ministry

MINISTRY	2020-21 Actual ¹
Advanced Education ²	118
Agriculture	311
Corrections, Policing and Public Safety ^{2,3}	2,306
Education	252
Energy and Resources	261
Environment ⁴	487
Executive Council	73
Finance	333
Government Relations ²	183
Health	356
Highways	1,327
Immigration and Career Training	268
Integrated Justice Services ³	162
Justice and Attorney General	1,039
Labour Relations and Workplace Safety	170
Parks, Culture and Sport ²	422
Public Service Commission	300
SaskBuilds and Procurement ⁴	727
Social Services	1,769
Trade and Export Development	93
Executive Government Total⁵	10,956

¹ Includes Student FTE utilization.

² 2020-21 Actual FTEs reflect organizational changes created through Order in Council #483/2020, signed November 9, 2020.

^{3,4} 2020-21 Actual FTEs have been restated to reflect organizational restructuring.

⁵ Totals may not add due to rounding.