

The Ministerial Assistant Employment Regulations, 1993

being

Chapter P-42 Reg 2 (effective December 1, 1993) as amended by Saskatchewan Regulations [41/96](#), [53/2000](#), [63/2003](#), [123/2003](#) and [72/2004](#), the *Statutes of Saskatchewan*, 2006, c.41 and Saskatchewan Regulations [98/2007](#), [121/2007](#), [122/2007](#), [111/2009](#) and [34/2017](#).

NOTE:

This consolidation is not official. Amendments have been incorporated for convenience of reference and the original statutes and regulations should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the original statutes and regulations, errors that may have appeared are reproduced in this consolidation.

Table of Contents

1	Title	14	Employee benefits
2	Interpretation	15	Term of office; separation pay
3	Application	16	Allowances and expenses
4	Appointment	17	Temporary performance of higher duties
5	Range of salaries	18	Job-sharing
6	In-range salary adjustments	19	Education leave
6.1	Structural salary increases	20	Allowance for certain costs
6.2	2017-2018 fiscal year	20.1	Pregnancy leave supplemental benefits
7	Hours of work	20.2	Adoption leave supplemental benefits
8	Work in constituency offices	20.3	Parental leave supplemental benefits
9	Holidays	20.4	Repealed
10	Vacation leave	21	Repeal and transition
10.1	Vacation leave		
11	Scheduled days off		
12	Sick leave		
13	Leave of absence without pay		

Appendix

Table 1	Salaries for Ministerial Assistants – Ministers’ Offices
Table 2	Salaries for Ministerial Assistants – Chief of Staff’s Office

CHAPTER P-42 REG 2

The Public Service Act

Title

1 These regulations may be cited as *The Ministerial Assistant Employment Regulations, 1993*.

Interpretation

2(1) In these regulations:

- (a) “**minister**” means a member of the Executive Council;
- (b) “**ministerial assistant**” means a person appointed by a minister as a ministerial assistant pursuant to section 4.

(2) A reference to a ministerial assistant’s minister means the member of the Executive Council who appointed the ministerial assistant or, where that member of the Executive Council has been succeeded, the member’s successor.

26 Nov 93 cP-42 Reg 2 s2.

Application

3 The terms and conditions of employment set out in these regulations apply to every person appointed as a ministerial assistant.

26 Nov 93 cP-42 Reg 2 s3.

Appointment

4(1) Subject to the approval of the President of the Executive Council, a minister may appoint as ministerial assistants any combination of minister’s secretaries and minister’s assistants:

- (a) **Repealed.** 28 Nov 2003 SR 123/2003 s2.
- (b) **Repealed.** 28 Nov 2003 SR 123/2003 s2.

(2) Notwithstanding subsection (1), the President of the Executive Council may appoint one or more ministerial assistants.

(3) An appointment made pursuant to subsection (1) or (2) must be in writing and must specify:

- (a) the effective date of the appointment;
- (b) the classification level, monthly range of salary and monthly rate of salary of the ministerial assistant, in accordance with Tables 1 and 2 of the Appendix to these regulations;
- (c) that the terms and conditions of service are those prescribed in these regulations; and
- (d) the appropriation vote and sub-vote to which salaries, allowances and expenses payable to the ministerial assistant are to be charged.

(4) **Repealed.** 30 Nov 2007 SR 121/2007 s3.

(4.1) **Repealed.** 30 Nov 2007 SR 121/2007 s3.

(5) A minister who appoints a ministerial assistant shall provide to the Clerk of the Executive Council:

- (a) the original notification of change in the monthly rate of salary payable to the ministerial assistant;
- (b) the original letter of appointment, termination, resignation or reclassification of the ministerial assistant;
- (c) the original letter granting a definite leave of absence pursuant to section 13 and the original letter of confirmation of the ministerial assistant's return from leave.

26 Nov 93 cP-42 Reg 2 s4; 28 Jun 96 SR 41/96 s3; 14 Jly 2000 SR 53/2000 s3; 28 Nov 2003 SR 123/2003 s2; 30 Nov 2007 SR 121/2007 s3.

Range of salaries

5 The ranges of monthly salaries payable to ministerial assistants on and from the day these regulations come into force are those set out in Tables 1 and 2 of the Appendix.

26 Nov 93 cP-42 Reg 2 s5.

In-range salary adjustments

6(1) Subject to subsection (2), with the approval of the President of the Executive Council, a ministerial assistant is eligible to receive an annual in-range salary adjustment on each anniversary date of the ministerial assistant's appointment, commencing in the year following the year of appointment.

(2) A ministerial assistant is not eligible to receive an annual in-range salary adjustment if the salary of the ministerial assistant has reached the maximum for his or her classification level.

(3) Subject to subsection (4), the annual in-range salary adjustment that a ministerial assistant may receive pursuant to subsection (1) is the percentage of the ministerial assistant's annual salary that is approved by the President of the Executive Council.

(4) The maximum annual in-range salary adjustment that a ministerial assistant may receive is the lesser of :

- (a) 4% of the ministerial assistant's annual salary; and
- (b) the percentage of the ministerial assistant's annual salary necessary to allow the salary of the ministerial assistant to reach the maximum for his or her classification level.

(5) The anniversary date for a ministerial assistant is determined in accordance with the following rules:

- (a) if the ministerial assistant is appointed on the first working day of a month, the anniversary date is the first day of that month;
- (b) if the ministerial assistant is appointed after the first working day of a month, the anniversary date is the first day of the next month.

18 Dec 2009 SR 111/2009 s2.

Structural salary increases

6.1 The salary ranges for ministerial assistants as set out in Tables 1 and 2 of the Appendix are to be adjusted by the same percentage as the percentage of any general increase to rates and ranges of pay for classes of positions in the classified division of the public service that is provided pursuant to section 19 of *The Public Service Act, 1998*.

14 Jly 2000 SR 53/2000 s4; 10 Sept 2004 SR 72/2004 s4.

2017-2018 fiscal year

6.2 Notwithstanding any other provision of these regulations, in the 2017-2018 fiscal year, the monthly rate of salary payable to a ministerial assistant is reduced by 3.5%.

13 Apr 2017 SR 34/2017 s2.

Hours of work

7 The hours of work of a ministerial assistant shall be determined by his or her minister.

26 Nov 93 cP-42 Reg 2 s7.

Work in constituency offices

8 Except during a leave of absence without pay pursuant to section 13, no ministerial assistant shall be posted or headquartered in a constituency office or caucus office during the term of his or her employment as a ministerial assistant.

26 Nov 93 cP-42 Reg 2 s8.

Holidays

9 A ministerial assistant is entitled to leave of absence with pay for New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, the first Monday in August, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and one additional day per year to be designated by the Chairman of the Public Service Commission.

26 Nov 93 cP-42 Reg 2 s9; 2006, c.41, s.10.

Vacation leave

10(1) In this section, "**years of service**" means years of service with the Government of Saskatchewan or any board, commission or Crown corporation of the Government of Saskatchewan.

(2) A ministerial assistant is entitled to vacation leave based on the period April 1 of one year to March 31 of the following year and earned at the following rate:

- (a) 1 1/4 days (three weeks per year) for each completed month of service with respect to the first seven years of service;
- (b) 1 2/3 days (four weeks per year) for each completed month of service with respect to the eighth to fourteenth years of service;
- (c) 2 1/12 days (five weeks per year) for each completed month of service with respect to the fifteenth to twenty-fourth years of service;

- (d) 2 1/2 days (six weeks per year) for each completed month of service with respect to the twenty-fifth year of service and every subsequent year of service.
- (3) Vacation leave must be taken at the direction of the ministerial assistant's minister, and, subject to the approval of the minister, unused vacation leave credits may be carried over into the next vacation year.

26 Nov 93 cP-42 Reg 2 s10.

Vacation leave

10.1(1) In this section, “**years of service**” means years of service with the Government of Saskatchewan or any board, commission or Crown corporation of the Government of Saskatchewan.

(2) Commencing on April 1, 2004, a ministerial assistant is entitled to vacation leave based on the period April 1 of one year to March 31 of the following year and earned at the following rate:

- (a) 1 1/4 days (three weeks per year) for each completed month of service with respect to the first seven years of service;
- (b) 1 2/3 days (four weeks per year) for each completed month of service with respect to the eighth to fourteenth years of service;
- (c) 2 1/12 days (five weeks per year) for each completed month of service with respect to the fifteenth to twenty-first years of service;
- (d) 2 1/2 days (six weeks per year) for each completed month of service with respect to the twenty-second year of service and every subsequent year of service.
- (3) In the period commencing on July 1, 2003 and ending on March 31, 2004, if a ministerial assistant has completed at least 22 years of service and has less than 25 years of service, the ministerial assistant is entitled to 3.75 days of vacation leave with pay in addition to the vacation leave with pay that the ministerial assistant is otherwise entitled to.
- (4) The additional vacation leave pursuant to subsection (3) is earned at the rate of 0.41667 days for each completed month of service after July 1, 2003 and before April 1, 2004.
- (5) Vacation leave must be taken at the direction of the ministerial assistant's minister, and, subject to the approval of the minister, unused vacation leave credits may be carried over into the next vacation year.

18 Jly 2003 SR 63/2003 s4.

Scheduled days off

11 A ministerial assistant is entitled to 12 scheduled days off per year to be taken at the direction of the ministerial assistant's minister.

26 Nov 93 cP-42 Reg 2 s11.

Sick leave

12(1) A ministerial assistant earns sick leave on the basis of 1 1/4 days for each completed month of service.

(2) Unused sick leave credit shall be accumulated from year to year.

26 Nov 93 cP-42 Reg 2 s12.

Leave of absence without pay

13 A minister may grant to his or her ministerial assistant a definite leave of absence without pay for a period not exceeding one year.

26 Nov 93 cP-42 Reg 2 s13.

Employee benefits

14(1) A ministerial assistant shall participate in the following employee benefit plans if he or she meets the eligibility requirements:

- (a) the Public Employees Group Life Insurance Plan;
- (b) the Public Employees Disability Income Plan;
- (c) the Public Employees Dental Plan;
- (d) the extended health care plan established for ministerial assistants;
- (e) the enhanced dental plan;
- (f) the additional pension contribution program.

(2) Subject to any declaration made by the Lieutenant Governor in Council pursuant to section 60 of *The Public Service Superannuation Act*, a ministerial assistant shall participate in the Public Employees (Government Contributory) Superannuation Plan if he or she meets the eligibility requirements.

26 Nov 93 cP-42 Reg 2 s14; 14 Jly 2000 SR
53/2000 s5.

Term of office; separation pay

15(1) A ministerial assistant remains in office only during the pleasure of his or her minister.

(2) Except in the case of a dismissal for misconduct, where a ministerial assistant is to be dismissed, the minister shall give to that ministerial assistant:

- (a) written notice equal to the period of notice that common law principles would provide for; or
- (b) where that written notice is not given, an amount of salary for that period.

(3) A ministerial assistant who wishes to resign shall give 30 days' written notice of resignation to his or her minister.

(4) The period of notice required by subsection (3) may be waived by agreement of both parties.

26 Nov 93 cP-42 Reg 2 s15; 28 Jun 96 SR 41/96
s5.

Allowances and expenses

16(1) While away from headquarters on authorized business, a ministerial assistant is entitled to the travel allowances set out in section 83 of *The Public Service Regulations, 1999*.

(2) Subject to subsection (1), a ministerial assistant is entitled to be paid for any other expenses reasonably incurred by him or her in the course of providing services as a ministerial assistant.

(3) Payment of expenses pursuant to this section shall be made on the submission of an itemized account certified by the ministerial assistant as true and correct and approved by his or her minister.

(4) Relocation allowances for ministerial assistants shall be administered in accordance with *The Public Service Regulations, 1999*.

26 Nov 93 cP-42 Reg 2 s16; 14 Jly 2000 SR
53/2000 s6.

Temporary performance of higher duties

17(1) In this section, "**temporary performance of higher duties**" means the temporary assignment of a ministerial assistant from a position in one classification level to a position in another classification level that has a higher maximum rate of pay.

(2) A minister may assign to a ministerial assistant the performance of duties of a position in another classification level that has a higher maximum rate of pay for a period that is not greater than 12 consecutive months.

(3) A ministerial assistant is not eligible to receive a payment for temporary performance of higher duties until the ministerial assistant has completed:

(a) in the case of a ministerial assistant who is a minister's assistant, 15 consecutive full working days of a temporary assignment;

(b) in the case of a ministerial assistant who is a minister's secretary, five consecutive full working days of a temporary assignment.

(4) Where a ministerial assistant who is a minister's assistant has completed 15 consecutive full working days of a temporary assignment, the ministerial assistant is eligible to be paid retroactively to the first day of the assignment.

(4.1) Where a ministerial assistant who is a minister's secretary has completed five consecutive full working days of a temporary assignment, the ministerial assistant is eligible to be paid retroactively to the first day of the assignment.

(5) Subject to subsections (3), (4), (4.1), (7) and (8), where a ministerial assistant is temporarily assigned the performance of higher duties of a position in a classification that is one level higher than his or her current classification, the ministerial assistant is eligible to be paid for each full working day at a rate that provides an increase of 6% above the ministerial assistant's current rate, but in no case shall the rate be less than the minimum or more than the maximum of the range of the higher classification.

(6) Subject to subsections (3), (4), (4.1), (7) and (8), where a ministerial assistant is temporarily assigned the performance of higher duties of a position in a classification that is two or more levels higher than his or her current classification, the ministerial assistant is eligible to be paid for each full working day at a rate that provides an increase of 8% above the ministerial assistant's current rate, but in no case shall the rate be less than the minimum or more than the maximum of the range of the higher classification.

(7) A ministerial assistant who is temporarily assigned to perform the duties of another ministerial assistant is not eligible to receive the salary premium allowed pursuant to this section on days of approved vacation leave, sick leave, holidays and scheduled days off.

(8) Any days of approved vacation leave, sick leave, holidays and scheduled days off taken by a ministerial assistant who has been temporarily assigned the performance of higher duties are not to be considered as interrupting the calculation of consecutive full working days of the temporary assignment for the purposes of subsections (3), (4) and (4.1).

(9) While temporarily performing higher duties, a ministerial assistant is eligible to receive normal increments and salary structure adjustments in his or her regular classification, and any supplementary payment allowed pursuant to this section for the temporary assignment is to be recalculated on the revised salary.

26 Nov 93 cP-42 Reg 2 s17; 14 Jly 2000 SR
53/2000 s7.

Job-sharing

18(1) Subject to the approval of their minister, two ministerial assistants may enter into a job-sharing arrangement concerning a position pursuant to which each ministerial assistant is to work in a month a number of hours equivalent to 50% of the normal hours associated with that position.

(2) A job-sharing arrangement made pursuant to subsection (1) is to be for a maximum of 12 months, subject to renewal with the consent of the minister.

(3) A ministerial assistant who has entered into a job-sharing arrangement retains, subject to the other provisions of this section, all the status and rights of a ministerial assistant appointed pursuant to these regulations.

(4) A ministerial assistant who has entered into a job-sharing arrangement is to be paid 50% of the salary for his or her position pursuant to section 5.

- (5) Where a ministerial assistant who has entered into a job-sharing arrangement has, with the consent of his or her minister, worked more hours during a month than agreed to in the job-sharing arrangement, the ministerial assistant is entitled to be compensated for those hours at a rate equivalent to the straight-time value of those hours.
- (6) A ministerial assistant who has entered into a job-sharing arrangement is entitled to annual increments pursuant to section 6 on a pro rata basis.
- (7) A ministerial assistant who has entered into a job-sharing arrangement is entitled to vacation leave, scheduled days off and sick leave pursuant to sections 10, 10.1, 11 and 12, on a pro rata basis.
- (8) Where a ministerial assistant who has entered into a job-sharing arrangement participates in the Public Employees Group Life Insurance Plan pursuant to clause 14(1)(a), and the ministerial assistant at the time of entering into the job-sharing arrangement was working full-time as a ministerial assistant:
- (a) the ministerial assistant is entitled to coverage based upon his or her previous full-time salary, including any retroactive increase, for two years; and
 - (b) after two years, is entitled to coverage on a pro rata basis.
- (9) Where a ministerial assistant who has entered into a job-sharing arrangement participates in the Public Employees Disability Income Plan pursuant to clause 14(1)(b), and the ministerial assistant at the time of entering into the job-sharing arrangement was working full-time as a ministerial assistant:
- (a) the ministerial assistant is entitled to coverage based upon his or her previous full-time salary, including any retroactive increase, for two years; and
 - (b) after two years, is entitled to coverage as if the ministerial assistant were working on a part-time basis.
- (10) The Disability Income Plan premiums for a ministerial assistant to whom subsection (9) applies shall be paid:
- (a) during the first two years, at the rate of 25% by the employer, and 75% by the ministerial assistant; and
 - (b) after two years, as if the ministerial assistant were working on a part-time basis.
- (11) Where a ministerial assistant who has entered into a job-sharing arrangement participates in the Public Employees Dental Plan pursuant to clause 14(1)(c), coverage shall be on a pro rata basis.
- (12) Where a ministerial assistant who has entered into a job-sharing arrangement participates in the extended health care plan pursuant to clause 14(1)(d), coverage shall be on a *pro rata* basis.

(13) Where a ministerial assistant who has entered into a job-sharing arrangement participates in the enhanced dental plan pursuant to clause 14(1)(e), coverage shall be on a *pro rata* basis.

(14) Where a ministerial assistant who has entered into a job-sharing arrangement participates in the additional pension contribution program pursuant to clause 14(1)(f), coverage shall be on a *pro rata* basis.

26 Nov 93 cP-42 Reg 2 s18; 14 Jly 2000 SR
53/2000 s8; 18 Jly 2003 SR 63/2003 s5.

Education leave

19(1) In this section, “**education leave**” means the absence by a ministerial assistant from his or her regularly scheduled duties for a period of more than seven consecutive days to attend a course presented by a department or agency of any government, by any technical or professional association or by any educational institution, where that attendance is not part of the ministerial assistant’s regularly scheduled duties.

(2) Subject to subsection (3), a ministerial assistant is not entitled to pay during his or her education leave.

(3) A ministerial assistant who is on education leave is eligible to receive an allowance for all or any of the following items, to a maximum of \$5,000 in any fiscal year:

- (a) tuition;
- (b) books;
- (c) examination fees.

26 Nov 93 cP-42 Reg 2 s19.

Allowance for certain costs

20 A ministerial assistant who is taking courses outside scheduled working hours with the prior approval of his or her minister may receive an allowance for all or any of the following items, to a maximum of \$1,500 in any fiscal year:

- (a) tuition;
- (b) books;
- (c) examination fees.

26 Nov 93 cP-42 Reg 2 s20.

Pregnancy leave supplemental benefits

20.1(1) In this section:

- (a) “**eligible ministerial assistant**” means a ministerial assistant who:
 - (i) has been granted leave for reasons of the ministerial assistant’s pregnancy;
 - (ii) has completed at least 20 continuous weeks of service with a minister or the Government of Saskatchewan or any board, commission or Crown corporation of the Government of Saskatchewan; and
 - (iii) is receiving special benefits;

- (b) **“regular salary”** means:
- (i) in the case of a ministerial assistant who was employed on a full-time basis immediately before taking pregnancy leave, the regular salary that the ministerial assistant was receiving immediately before taking pregnancy leave, but not including any other supplementary payments the ministerial assistant was receiving;
 - (ii) in the case of a ministerial assistant who was employed on less than a full-time basis immediately before taking pregnancy leave, the regular salary of a full-time ministerial assistant in the position of the eligible ministerial assistant immediately before taking pregnancy leave, prorated by the average amount of work, expressed as a percentage of full-time employment, that the eligible ministerial assistant worked:
 - (A) if the eligible ministerial assistant was employed continuously for at least one year before taking pregnancy leave, over the year of employment immediately before taking pregnancy leave;
 - (B) if the eligible ministerial assistant was employed for less than one year before taking pregnancy leave, over the period that the eligible ministerial assistant was employed;
- (c) **“special benefits”** means special benefits pursuant to the *Employment Insurance Act* (Canada) based on the ministerial assistant’s pregnancy.
- (2) Notwithstanding any other provision of these regulations but subject to subsections (3) to (6), an eligible ministerial assistant is entitled to be paid an amount equal to the difference between:
- (a) 95% of the eligible ministerial assistant’s regular salary; and
 - (b) the gross amount of any special benefits that the eligible ministerial assistant is receiving for each week of the pregnancy leave.
- (3) An eligible ministerial assistant is entitled to receive payments pursuant to this section:
- (a) commencing on a date two weeks before the date that the ministerial assistant began to receive special benefits; and
 - (b) subject to subsection (4), for a period that expires on the earlier of:
 - (i) 17 weeks from the date mentioned in clause (a); and
 - (ii) 17 weeks from the date the ministerial assistant gave birth to her child.
- (4) If the eligible ministerial assistant commences receiving special benefits on a date that is later than two weeks following the birth of her child, the ministerial assistant’s minister may extend the period for which payments pursuant to this section may be made after the expiry of the period mentioned in subclause (3)(b)(ii) to a date not later than 17 weeks from the date that the eligible ministerial assistant’s child is discharged from hospital if:
- (a) the eligible ministerial assistant’s child has required extended hospitalization after birth; or
 - (b) there are any other circumstances that the minister considers exceptional.

- (5) Notwithstanding any other provision of this section, no payment pursuant to this section may be made for a period longer than 17 weeks.
- (6) Before receiving a payment pursuant to this section, the eligible ministerial assistant shall provide the ministerial assistant's minister with a written undertaking in which the ministerial assistant agrees:
- (a) to serve with the minister for a period of one week for every week that the eligible ministerial assistant received a payment pursuant to this section; and
 - (b) if the eligible ministerial assistant fails to provide the service required by clause (a), to repay the amount, or a prorated amount based on the number of weeks that were not served, of the total payment received pursuant to this section.
- (7) The minister may waive the requirement that an eligible ministerial assistant comply with a written undertaking provided pursuant to subsection (6) if:
- (a) the eligible ministerial assistant has died;
 - (b) the eligible ministerial assistant has suffered a severe and prolonged disability;
 - (c) the position that the eligible ministerial assistant filled before taking pregnancy leave has been abolished; or
 - (d) there are any other circumstances that the minister considers exceptional.
- (8) If the person who was the ministerial assistant's minister at the time the ministerial assistant first became entitled to receive a payment pursuant to this section ceases to be a minister, the discretion provided in subsection (4) or (7) may be exercised by:
- (a) the person who is appointed as a minister in place of the ministerial assistant's first minister; or
 - (b) if no person is appointed as mentioned in clause (a), the President of the Executive Council.

Adoption leave supplemental benefits**20.2(1)** In this section:

- (a) **“eligible ministerial assistant”** means a ministerial assistant who:
 - (i) is adopting a child and has been granted leave for that reason;
 - (ii) has completed at least 20 continuous weeks of service with a minister or the Government of Saskatchewan or any board, commission or Crown corporation of the Government of Saskatchewan; and
 - (iii) is receiving special benefits;
 - (b) **“regular salary”** means:
 - (i) in the case of an eligible ministerial assistant who was employed on a full-time basis immediately before taking adoption leave, the regular salary that the ministerial assistant was receiving immediately before taking adoption leave, but not including any other supplementary payments the ministerial assistant was receiving;
 - (ii) in the case of an eligible ministerial assistant who was employed on less than a full-time basis immediately before taking adoption leave, the regular salary of a full-time ministerial assistant in the position of the eligible ministerial assistant immediately before taking adoption leave, prorated by the average amount of work, expressed as a percentage of full-time employment, that the eligible ministerial assistant worked:
 - (A) if the eligible ministerial assistant was employed continuously for at least one year before taking adoption leave, over the year of employment immediately before taking adoption leave;
 - (B) if the eligible ministerial assistant was employed for less than one year before taking adoption leave, over the period that the eligible ministerial assistant was employed;
 - (c) **“special benefits”** means special benefits pursuant to the *Employment Insurance Act* (Canada) based on the eligible ministerial assistant having a child placed with the ministerial assistant for the purpose of adoption.
- (2) Notwithstanding any other provision of these regulations but subject to subsections (3) to (7), an eligible ministerial assistant is entitled to be paid an amount equal to the difference between:
- (a) 95% of the eligible ministerial assistant’s regular salary; and
 - (b) the gross amount of any special benefits that the eligible ministerial assistant is receiving for each week of the adoption leave.
- (3) An eligible ministerial assistant is entitled to receive payments pursuant to this section:
- (a) commencing on a date two weeks before the date that the eligible ministerial assistant began to receive special benefits; and
 - (b) subject to subsection (4), for a period that expires 17 weeks from the date mentioned in clause (a).

- (4) No payment pursuant to this section may be made for a period longer than 17 weeks.
- (5) Before receiving a payment pursuant to this section, the eligible ministerial assistant shall provide the eligible ministerial assistant's minister with a written undertaking in which the eligible ministerial assistant agrees:
- (a) to serve with the minister for a period of one week for every week that the eligible ministerial assistant received a payment pursuant to this section; and
 - (b) if the eligible ministerial assistant fails to provide the service required by clause (a), to repay the amount, or a prorated amount based on the number of weeks that were not served, of the total payment received pursuant to this section.
- (6) The eligible ministerial assistant's minister may waive the requirement that the eligible ministerial assistant comply with a written undertaking provided pursuant to subsection (5) if:
- (a) the eligible ministerial assistant has died;
 - (b) the eligible ministerial assistant has suffered a severe and prolonged disability;
 - (c) the position that the eligible ministerial assistant filled before taking adoption leave has been abolished; or
 - (d) there are any other circumstances that the minister considers exceptional.
- (7) If the person who was the eligible ministerial assistant's minister at the time the eligible ministerial assistant first became entitled to receive a payment pursuant to this section ceases to be a minister, the discretion provided in subsection (6) may be exercised by:
- (a) the person who is appointed as a minister in place of the eligible ministerial assistant's first minister; or
 - (b) if no person is appointed as mentioned in clause (a), the President of the Executive Council.

5 Oct 2007 SR 98/2007 s2.

Parental leave supplemental benefits

20.3(1) In this section:

- (a) **"eligible ministerial assistant"** means a ministerial assistant who:
 - (i) is eligible to receive parental benefits pursuant to the *Employment Insurance Act* (Canada) with respect to a new-born child, has been granted leave for the purpose of caring for the new-born child and is not the birth mother of the new-born child and is not receiving any payments pursuant to section 20.1 or 20.2 with respect to the new-born child;
 - (ii) has completed at least 20 continuous weeks of service with a minister or the Government of Saskatchewan or any board, commission or Crown corporation of the Government of Saskatchewan; and
 - (iii) is receiving special benefits;

- (b) **“regular salary”** means:
- (i) in the case of an eligible ministerial assistant who was employed on a full-time basis immediately before taking parental leave, the regular salary that the ministerial assistant was receiving immediately before taking parental leave, but not including any other supplementary payments the ministerial assistant was receiving;
 - (ii) in the case of an eligible ministerial assistant who was employed on less than a full-time basis immediately before taking parental leave, the regular salary of a full-time ministerial assistant in the position of the eligible ministerial assistant immediately before taking parental leave, prorated by the average amount of work, expressed as a percentage of full-time employment, that the eligible ministerial assistant worked:
 - (A) if the eligible ministerial assistant was employed continuously for at least one year before taking parental leave, over the year of employment immediately before taking parental leave;
 - (B) if the eligible ministerial assistant was employed for less than one year before taking parental leave, over the period that the eligible ministerial assistant was employed;
- (c) **“special benefits”** means special benefits pursuant to the *Employment Insurance Act* (Canada) based on the eligible ministerial assistant taking parental leave to care for a new-born child.
- (2) Notwithstanding any other provision of these regulations but subject to subsections (3) to (7), an eligible ministerial assistant is entitled to be paid an amount equal to the difference between:
- (a) 95% of the eligible ministerial assistant’s regular salary; and
 - (b) the gross amount of any special benefits that the eligible ministerial assistant is receiving for each week of the parental leave.
- (3) An eligible ministerial assistant is entitled to receive payments pursuant to this section:
- (a) commencing on a date two weeks before the date that the eligible ministerial assistant began to receive special benefits; and
 - (b) subject to subsection (4), for a period that expires 17 weeks from the date mentioned in clause (a).
- (4) No payment pursuant to this section may be made for a period longer than 17 weeks.

(5) Before receiving a payment pursuant to this section, the eligible ministerial assistant shall provide the eligible ministerial assistant's minister with a written undertaking in which the eligible ministerial assistant agrees:

- (a) to serve with the minister for a period of one week for every week that the eligible ministerial assistant received a payment pursuant to this section; and
- (b) if the eligible ministerial assistant fails to provide the service required by clause (a), to repay the amount, or a prorated amount based on the number of weeks that were not served, of the total payment received pursuant to this section.

(6) The eligible ministerial assistant's minister may waive the requirement that the eligible ministerial assistant comply with a written undertaking provided pursuant to subsection (5) if:

- (a) the eligible ministerial assistant has died;
- (b) the eligible ministerial assistant has suffered a severe and prolonged disability;
- (c) the position that the eligible ministerial assistant filled before taking adoption leave has been abolished; or
- (d) there are any other circumstances that the minister considers exceptional.

(7) If the person who was the eligible ministerial assistant's minister at the time the eligible ministerial assistant first became entitled to receive a payment pursuant to this section ceases to be a minister, the discretion provided in subsection (6) may be exercised by:

- (a) the person who is appointed as a minister in place of the ministerial assistant's first minister; or
- (b) if no person is appointed as mentioned in clause (a), the President of the Executive Council.

5 Oct 2007 SR 98/2007 s2.

20.4 Repealed. 30 Nov 2007 SR 122/2007 s3.

Repeal and transition

21(1) *The Ministerial Assistant Employment Regulations* are repealed.

(2) Every person who immediately before the coming into force of these regulations held office as a ministerial assistant pursuant to *The Ministerial Assistant Employment Regulations* is for the purposes of these regulations deemed to have been appointed as a ministerial assistant pursuant to section 4.

26 Nov 93 cP-42 Reg 2 s21.

Appendix

TABLE 1

[Clause 4(3)(b), Sections 5 and 6.1]

Salaries for Ministerial Assistants - Ministers' Offices

Classification Level	Salary Range
Ministerial Assistant 1 (MA 1)	\$2638 to \$ 3176
Ministerial Assistant 2 (MA 2)	\$3430 to \$ 4164
Ministerial Assistant 3 (MA 3)	\$3564 to \$ 4387
Ministerial Assistant 4 (MA 4)	\$3807 to \$ 4633
Ministerial Assistant 5 (MA 5)	\$4255 to \$ 5193
Ministerial Assistant 6 (MA 6)	\$5199 to \$ 6368
Chief of Staff	\$7194 to \$10288

30 Nov 2007 SR 122/2007 s4.

TABLE 2

[Clause 4(3)(b), Sections 5 and 6.1]

Salaries for Ministerial Assistants – Chief of Staff's Office

Classification Level	Salary Range
Special Advisor to the Cabinet, Saskatoon	\$4469 to \$5488
Special Advisor to the Premier, Saskatoon	\$4140 to \$5075
Executive Assistant to the Special Advisor to the Cabinet, Saskatoon	\$3194 to \$3933
Secretary, Saskatoon Cabinet Office	\$3074 to \$3732
Receptionist, Saskatoon Cabinet Office	\$2364 to \$2847
Special Advisor to the Cabinet, Regina	\$4469 to \$5488
Special Advisor to the Premier	\$4140 to \$5075
Secretary to the Premier	\$3330 to \$4089
Assistant Secretary to the Premier	\$3074 to \$3732
Administrative Assistant to the Premier	\$4312 to \$5278
Executive Assistant to the Chief of Staff to the Premier	\$3413 to \$4152
Receptionist – Chief of Staff Office	\$2364 to \$2847
Director to Cabinet Liaison	\$4469 to \$5488
Assistant Director to Cabinet Liaison	\$3657 to \$4474
Junior Researcher – Cabinet Liaison Officer	\$2764 to \$3350

Classification Level	Salary Range
Senior Researcher – Cabinet Liaison Officer	\$3657 to \$4474
Junior Researcher/Writer – Cabinet Liaison Officer	\$3194 to \$3933
Senior Researcher/Writer – Cabinet Liaison Officer	\$4140 to \$5075
Director of Communications Strategy and Planning	\$4469 to \$5488
Premier's Speech Writer	\$4140 to \$5075
Premier's Itinerary Co-ordinator	\$4140 to \$5075
Premier's Assistant Itinerary Co-ordinator	\$3657 to \$4474
Secretary to Premier's Itinerary Co-ordinator	\$3074 to \$3732
Director of the Premier's Correspondence Unit	\$4469 to \$5488
Assistant Director of Premier's Correspondence Unit	\$3657 to \$4474
Premier's Correspondence Writer	\$3194 to \$3933
Manager Correspondence Unit – Systems	\$3074 to \$3732
Secretary, Correspondence Unit	\$2364 to \$2847
Junior Secretary, Correspondence Unit	\$1993 to \$2347
Director of Research	\$4469 to \$5488
Secretary to the Director of Research	\$3074 to \$3732
Researcher 1	\$3657 to \$4474
Researcher 2	\$4140 to \$5075
Director of House Business & Assistant to the House Leader	\$4469 to \$5488
Researcher – House Business	\$3657 to \$4474
Receptionist – House Business	\$2364 to \$2847
Director of Cabinet Press Office/Press Secretary	\$4469 to \$5488
Cabinet Press Officer	\$3657 to \$4474
Receptionist – Cabinet Press Office	\$2364 to \$2847
Computer Analyst	\$3074 to \$3732
Secretary 1	\$1993 to \$2347
Secretary 2	\$2364 to \$2847

