

The Ministerial Assistant Employment Regulations

Repealed
by Chapter P-42 Reg 2 (effective December 1, 1993).

Formerly
Chapter P-42 Reg 2.

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.

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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 not more than:

- (a) three minister’s assistants or, where individuals have entered into job-sharing arrangements pursuant to section 18, a number of minister’s assistants that does not exceed the equivalent of three full-time minister’s assistants; and
- (b) three minister’s secretaries or, where individuals have entered into job-sharing arrangements pursuant to section 18, a number of minister’s secretaries that does not exceed the equivalent of three full-time minister’s secretaries.

(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) Where, after the day these regulations come into force, a person is appointed as a ministerial assistant pursuant to this section at a classification level the person has not previously held, the appointment shall be at the first step of the salary range for the classification level to which the ministerial assistant is appointed.
- (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.

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.

Increments

6(1) A ministerial assistant who was appointed as a ministerial assistant on or before July 1, 1993 is entitled to an annual increment:

- (a) on July 1, 1994; and
 - (b) on July 1 in each subsequent year until the salary of the ministerial assistant reaches the maximum for his or her classification level.
- (2) A ministerial assistant appointed as a ministerial assistant after July 1, 1993 is entitled to an annual increment on each annual increment date, commencing in the year following the year of appointment, until the salary of the ministerial assistant reaches the maximum for his or her classification level.
- (3) The annual increment date for a ministerial assistant appointed as a ministerial assistant after July 1, 1993 is determined in accordance with the following:
- (a) if the ministerial assistant is appointed on the first working day of a month, the annual increment date is the first day of that month;

(b) if the ministerial assistant is appointed after the first working day of a month, the annual increment date is the first day of the next month.

26 Nov 93 cP-42 Reg 2 s6.

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, 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.

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.

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; and
- (c) the Public Employees Dental Plan.

(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.

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, the minister shall give 60 days written notice to a ministerial assistant whose services are to be terminated, and where that notice is not given, a sum equal to two months' salary shall be paid in lieu of that notice.

(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.

Allowances and expenses

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

(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 Services Regulations, being Saskatchewan Regulations 234/74, with any necessary modification.

26 Nov 93 cP-42 Reg 2 s16.

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 26 consecutive full working days of the temporary assignment.

(4) Where a ministerial assistant has completed 26 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), (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), (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) and (4).

(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.

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, 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.

26 Nov 93 cP-42 Reg 2 s18.

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.

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), Section 5]

Salaries for Ministerial Assistants - Ministers' Offices

Classification Level	Range					
Junior Secretary	\$2141	\$2225	\$2304	\$2390	\$2480	\$2579
Intermediate Secretary	\$2785	\$2892	\$3006	\$3126	\$3251	\$3381
Senior Secretary	\$3092	\$3213	\$3344	\$3478	\$3617	\$3762
Junior Ministerial Assistant	\$2893	\$3018	\$3146	\$3282	\$3425	\$3563
Intermediate Ministerial Assistant	\$3454	\$3598	\$3750	\$3906	\$4054	\$4216
Senior Ministerial Assistant	\$4221	\$4406	\$4597	\$4781	\$4972	\$5171

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TABLE 2
 [Clause 4(3)(b), Section 5]

Salaries for Ministerial Assistants - Chief of Staff's Office

Classification Level	Range					
Special Advisor to the Cabinet, Saskatoon	\$4049	\$4221	\$4406	\$4597	\$4781	\$4972
Special Advisor to the Premier, Saskatoon	\$3750	\$3906	\$4049	\$4221	\$4406	\$4597
Executive Assistant to the Special Advisor to the Cabinet, Saskatoon	\$2893	\$3018	\$3146	\$3282	\$3425	\$3563
Secretary, Saskatoon Cabinet Office	\$2785	\$2892	\$3006	\$3126	\$3251	\$3381
Receptionist, Saskatoon Cabinet Office	\$2141	\$2225	\$2304	\$2390	\$2480	\$2579
Special Advisor to the Cabinet, Regina	\$4049	\$4221	\$4406	\$4597	\$4781	\$4972
Special Advisor to the Premier	\$3750	\$3906	\$4049	\$4221	\$4406	\$4597
Secretary to the Premier	\$3018	\$3146	\$3282	\$3425	\$3563	\$3705
Assistant Secretary to the Premier	\$2785	\$2892	\$3006	\$3126	\$3251	\$3381
Administrative Assistant to the Premier	\$3906	\$4049	\$4221	\$4406	\$4597	\$4781
Executive Assistant to the Chief of Staff to the Premier	\$3092	\$3213	\$3344	\$3478	\$3617	\$3762
Receptionist - Chief of Staff Office	\$2141	\$2225	\$2304	\$2390	\$2480	\$2579
Director to Cabinet Liaison	\$4049	\$4221	\$4406	\$4597	\$4781	\$4972
Assistant Director to Cabinet Liaison	\$3314	\$3454	\$3598	\$3750	\$3906	\$4054
Junior Researcher - Cabinet Liaison Officer	\$2504	\$2603	\$2704	\$2813	\$2918	\$3034
Senior Researcher - Cabinet Liaison Officer	\$3314	\$3454	\$3598	\$3750	\$3906	\$4054

Junior Researcher/ Writer - Cabinet Liaison Officer	\$2893	\$3018	\$3146	\$3282	\$3425	\$3563
Senior Researcher/ Writer - Cabinet Liaison Officer	\$3750	\$3906	\$4049	\$4221	\$4406	\$4597
Director of Communications Strategy and Planning	\$4049	\$4221	\$4406	\$4597	\$4781	\$4972
Premier's Speech Writer	\$3750	\$3906	\$4049	\$4221	\$4406	\$4597
Premier's Itinerary Co-ordinator	\$3750	\$3906	\$4049	\$4221	\$4406	\$4597
Premier's Assistant Itinerary Co-ordinator	\$3314	\$3454	\$3598	\$3750	\$3906	\$4054
Secretary to Premier's Itinerary Co-ordinator	\$2785	\$2892	\$3006	\$3126	\$3251	\$3381
Director of the Premier's Correspondence Unit	\$4049	\$4221	\$4406	\$4597	\$4781	\$4972
Assistant Director of Premier's Correspondence Unit	\$3314	\$3454	\$3598	\$3750	\$3906	\$4054
Premier's Correspondence Writer	\$2893	\$3018	\$3146	\$3282	\$3425	\$3563
Manager Correspondence Unit - Systems	\$2785	\$2892	\$3006	\$3126	\$3251	\$3381
Secretary, Correspondence Unit	\$2141	\$2225	\$2304	\$2390	\$2480	\$2579
Junior Secretary, Correspondence Unit	\$1806	\$1861	\$1917	\$1979	\$2054	\$2126
Director of Research	\$4049	\$4221	\$4406	\$4597	\$4781	\$4972
Secretary to the Director of Research	\$2785	\$2892	\$3006	\$3126	\$3251	\$3381
Researcher 1	\$3314	\$3454	\$3598	\$3750	\$3906	\$4054
Researcher 2	\$3750	\$3906	\$4049	\$4221	\$4406	\$4597
Director of House Business & Assistant to the House Leader	\$4049	\$4221	\$4406	\$4597	\$4781	\$4972
Researcher - House Business	\$3314	\$3454	\$3598	\$3750	\$3906	\$4054
Receptionist - House Business	\$2141	\$2225	\$2304	\$2390	\$2480	\$2579

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Classification Level	Range					
Director of Cabinet Press						
Office/Press Secretary	\$4049	\$4221	\$4406	\$4597	\$4781	\$4972
Cabinet Press Officer	\$3314	\$3454	\$3598	\$3750	\$3906	\$4054
Receptionist - Cabinet						
Press Office	\$2141	\$2225	\$2304	\$2390	\$2480	\$2579
Computer Analyst	\$2785	\$2892	\$3006	\$3126	\$3251	\$3381
Secretary 1	\$1806	\$1861	\$1917	\$1979	\$2054	\$2126
Secretary 2	\$2141	\$2225	\$2304	\$2390	\$2480	\$2579

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