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Amended April 1, 1993, effective June 30, 1993
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** Adjusted April 1, 2009, 2010, 2011, 2012, 2013, 2014, 2015 (deemed zero), 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025*

DIRECTIVE #6
(s.49(3)(d) - c.L-11.3)

CONSTITUENCY ASSISTANT EXPENSES

- (1) Each Member is entitled to have payment made on his or her behalf for constituency assistant expenses incurred by him or her in respect of his or her duties as a Member in his or her constituency. The total annual amount available to each Member for constituency assistant expenses is \$69,054*.
- (2) The annual amount specified in clause (1) shall be prorated according to the bi-weekly pay schedule to determine a bi-weekly maximum amount available to each Member. If the maximum bi-weekly amount is not used in any one bi-weekly pay period, the remaining funds will accrue to the credit of the Member. The year-end for this expense provision is March 31; unused portions of this expense provision cannot be carried over into a new fiscal year. This expense provision cannot be claimed in advance. On average in a fiscal year, in no instance shall a constituency assistant's remuneration exceed \$3,243 bi-weekly* (\$84,312 per annum*) inclusive of bonus payments over the course of the fiscal year.
- (3) The amount specified in clause (1) is intended to fund the vacation and statutory holiday pay entitlements for constituency assistants that are entitled to vacation leave of three weeks. If a constituency assistant is entitled to vacation leave in excess of three weeks, the individual Member's expense provision shall be increased by the amount that is required to fund vacation leave in excess of three weeks.

- (4) A Member may not pay a family member for constituency assistant expenses. Family members are defined as “parents, spouses, common-law spouses, children and spouses of children”.
- (5) The employment relationship exists only between the Member and his or her constituency assistant. Payments made by the Legislative Assembly on behalf of a Member to his or her constituency assistant may only be made after receipt of the necessary documentation, as the case may require.
- (6) Prior to payment, a Member must authorize all payments made by the Legislative Assembly on the Member’s behalf to his or her constituency assistant.
- (7) On April 1 of each year, the amount specified in clauses (1) and (2) shall be increased or decreased by the annual change in the Consumer Price Index of Saskatchewan, and this Directive may thereupon be reproduced to include the adjusted amount without further amendment.
- (8) A Member may provide a lump sum bonus payment to a constituency assistant.

The maximum amount of the lump sum payment must not exceed \$5,000 per fiscal year for a constituency assistant who has been employed for one full fiscal year.

Multiple lump sum bonus payments may be provided to a constituency assistant so long as the aggregate amount does not exceed \$5,000 per fiscal year.

A Member may not provide a lump sum bonus payment to a constituency assistant who has been employed for less than three months. Constituency assistants employed more than three months but less than twelve months in one fiscal year will have any bonus payment pro-rated based on the length of employment within the fiscal year. For example, a constituency assistant who has been employed for six months within the fiscal year may not receive a lump sum bonus payment, or aggregate thereof, in excess of \$2,500.

- (9) Member requests to provide a lump sum bonus payment to a constituency assistant shall be submitted to the Legislative Assembly Service no later than 5 p.m. on the last business day in February. Requests received by the Legislative Assembly Service after this date will not be processed and will be returned to the Member.