

HRPOL

Addendum Casual Employees

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APPROVAL AUTHORITY

Chief Executive Officer (CEO) or delegate

OPI

Chief Human Resources Officer (CHRO)

POLICY ADDENDUM STATEMENT

It is the policy of the Employer to use casual employment to satisfy infrequent, temporary, short term and/or occasional needs.

POLICY OBJECTIVE

The objective of this policy addendum is to provide a framework and guidelines for the employment of casual employees.

APPLICATION

The provisions of the NPF HRPOL are applicable to casual employees only as outlined in this Addendum.

DEFINITIONS

The following vocabulary is used throughout this policy addendum:

Casual employee (*Employé occasionnel*) is a person that works less than thirteen and one third ($13 \frac{1}{3}$) hours per week in operational category positions or twelve and half ($12 \frac{1}{2}$) hours per week in administrative support category positions.

Casual employees must be hired on a temporary basis for a fixed period of time that will not exceed twelve (12) months. A new contract can be issued without a break in service. A casual employee must not work more than the number of hours prescribed in the definition above. In accordance with the PSLRA, a casual employee is not considered an employee for the purposes of unionization or grievance.

Other than situations of multiple employment, there must be a break in service and a severance of employment prior to appointing:

- a. a casual employee to full-time or part-time position; and
- b. a full-time or part-time employee to a casual position.

POLICIES AND ANNEXES

The policies listed below form part of the present policy Addendum:

HRPOL INTRODUCTION

The provisions of this policy are applicable.

TALENT ACQUISITION POLICY

The terms and conditions of this policy are applicable.

PROBATIONARY PERIOD POLICY

The provisions of this policy are applicable except for the following exception:

2.7 The length of the probationary period for casual employees will be for the entire duration of the temporary casual employment.

ASSESSMENT PERIOD POLICY

The provisions of this policy are applicable.

EMPLOYEE FILES POLICY

The provisions of this policy are applicable.

HOURS OF WORK POLICY

The provisions of this policy are applicable.

LEAVE POLICY

Only the following provisions of this policy are applicable:

WORKING ON DESIGNATED HOLIDAYS

6.A.9 Category I employees who work on a designated holiday will be paid at the rate of one and one half (1 ½) times the rate of pay for the hours worked on that day.

VACATION LEAVE - CASUAL EMPLOYEES

6.B.11 Casual employees are entitled to four percent (4%) of their gross earnings paid out in each bi-weekly pay;

OCCUPATIONAL ILLNESS AND INJURY

6.C.18 An employee who is unable to work because of a occupational illness or injury will be granted a leave of absence without pay for occupational illness and injury; however, the duration of the leave of absence without pay cannot exceed the term of his/her casual employment.

- 6 C.19 Upon the completion and submission of the appropriate documentation, the employee may be eligible to receive, from the *Government Employees Compensation Act (GECA)*, wage replacement payments equal to those provided for under provincial workers' compensation legislation. When required by provincial workers compensation legislation, the Employer will pay the Employee's salary during the waiting period.
- 6 C.20 An employee who is unable to work as a result of an occupational illness or injury must contact the Employer prior to the start time on the first day of the absence, or as soon as possible after that, to notify them of the illness/injury and complete the appropriate documentation.
- 6.C.26 Where reasonably practicable, and as required by legislation, (the *Government Employees Compensation Act (GECA)* and/or the *Canadian Human Rights Act*), an employee shall be reinstated following an occupational illness or injury if the employee is deemed medically fit before the end of the term of the casual employment.
- 6.C.27 Managers and employees may refer to the Return to Work Policy and the Employment Accommodation Policy for additional information on absences relating to occupational illnesses and injuries.

BEREAVEMENT LEAVE

- 6 D.36 An employee is entitled to leave with pay for up to five (5) consecutive calendar days in the event of the death of a member of their immediate family and leave with pay for one (1) day in the case of a distant relative. In addition, the employee may be granted up to two (2) days leave with pay for the purpose of necessary travel related to the death. It is recognized that the circumstances which call for leave in respect of bereavement are based on individual circumstances. Upon request the employer may, after reviewing the particular circumstances involved, grant leave with pay for a period greater than and/or in a manner different than indicated above.
- 6 D.37 If required, one or more days of the bereavement leave can be forwarded to the day of the cremation or burial.
- 6 D.38 While on bereavement leave, the employee is only entitled to be paid for the actual days and hours that they were scheduled to work.
- 6 D.39 For the purposes of bereavement leave, immediate family member is defined as:
- a. Spouse, including common-law partner;
 - b. Child, including foster children and children of a spouse or common-law partner;
 - c. Parents, including common-law partner of the father or mother, step-parents, foster parents or guardians;
 - d. Brother, sister, step-brother or step-sister;
 - e. Father-in-law or mother-in-law;
 - f. Grandparents; and
 - g. Grandchildren.
- 6 D.40 For the purposes of bereavement leave, distant relatives are defined as:
- a. Brother-in-law or sister-in-law;
 - b. Son-in-law or daughter-in-law;
 - c. Aunt or uncle and their spouses or common-law partners; and
 - d. Spouse's grandparents,

TALENT PERFORMANCE POLICY

The provisions of this policy are not applicable.

ATTENDANCE MANAGEMENT POLICY

The provisions of this policy are applicable.

COMPENSATION POLICY

The provisions of this policy are applicable except for the following:

LOCK-STEP INCREASE

9 C.25 The terms of this paragraph are not applicable.

IN-RANGE INCREASE

9 D.28 The terms of this paragraph are not applicable.

COLLECTIVE BARGAINING POLICY

The provisions of this policy are not applicable.

GRIEVANCES POLICY

The provisions of this policy are not applicable.

EMPLOYEE-MANAGEMENT RELATIONS COMMITTEE POLICY

The provisions of this policy are applicable.

OCCUPATIONAL HEALTH AND SAFETY POLICY

The provisions of this policy are applicable.

EMPLOYMENT EQUITY POLICY

The provisions of this policy are applicable.

EMPLOYMENT ACCOMMODATION POLICY

The provisions of this policy are applicable.

RETURN TO WORK POLICY

The provisions of this policy are applicable.

RECOGNITION POLICY

The provisions of this policy are not applicable.

LEARNING AND DEVELOPMENT POLICY

The provisions of this policy are applicable with the exception of Tuition Assistance Program outlined at Annex B and the Advanced Learning Program outlined at Annex C.

OFFICIAL LANGUAGES POLICY

The provisions of this policy are applicable

DISCIPLINE POLICY

The provisions of this policy are applicable.

EMPLOYEE PERFORMANCE COUNSELLING POLICY

The provisions of this policy are applicable.

TERMINATION OF EMPLOYMENT POLICY

The provisions of this policy are applicable with the following exception:

25.9 The terms of this paragraph are not applicable.

MEDICAL INCAPACITY

25.22 The terms of paragraph 25.22 a. and b. are not applicable.

SEVERANCE PAY

25.29 and 25.30 - The terms of these paragraphs are not applicable.

PROFESSIONAL MEMBERSHIP FEES POLICY

The provisions of this policy are not applicable.

LEGAL ASSISTANCE AND INDEMNIFICATION

The provisions of this policy are applicable.

DRESS CODE POLICY

The provisions of this policy are applicable.

PREVENTION OF WORKPLACE VIOLENCE

The provisions of this policy are applicable.

SPORTING EVENTS FINANCIAL ASSISTANCE

The provisions of this policy are not applicable.

SUBSTANCE USE

The provisions of this policy are applicable.