

TEMPORARY EMPLOYMENT POLICY

1 PURPOSE

- 1.1 The purpose of this policy is to establish the circumstances in which the University may hire employees on a temporary basis, and the working conditions that will be applicable to such employees.

2 SCOPE

- 2.1 This policy applies to all non-unionized non-academic staff hired as term appointments, with the exception of University Executives ("E") and casuals.

3 POLICY STATEMENT

- 3.1 The University may hire employees on a temporary basis for non-unionized non-academic staff positions for the purpose of:

- periods of temporary workload increases;
- to replace employees temporarily absent from their position;
- during the recruitment process, for the purpose of filling a vacant position;
- as term appointments with a pre-determined end date for specific purposes.

- 3.2 Temporary employees hired as term appointments are covered by the following working conditions:

- Accident Reporting Policy
- Administrative Dismissal Policy
- Association Membership & Activities Policy
- Benefits: contributory benefit coverage
- Dental plan
- Disciplinary Measures Policy
- Dispute Resolution Policy (for those who have completed to (2) years of continuous service)
- Educational Assistance Policy (Non-academic)
- Elections
- Employee assistance program
- Holidays with pay Policy
- Hours of work Policy
- Life insurance
- Parental Leaves Policy (except for Extended Parental Leave)
- Personal Leave Policy
- Rest periods
- Supplemental Health Plan

- Policy on Harassment and Discrimination
- Short-term Disability
- Social Leaves
- Staffing Policy (for temporary non-unionized non-academic staff who have been employed in their position by the University for at least ten (10) months)
- Strike Policy
- Vacation Policy
- Work accidents

4 APPROVAL AND REVIEW DETAILS

Revised on January 1, 2025

Revised on June 1, 2023

Revised on December 8, 2021

Effective January 8, 1996