	
<b>HIRING PROCESS</b> <b>Term Employment</b>	<b>Human Resource Manual</b> <b>Section 513</b>

## Term Employment

### PURPOSE

1. Term employment is one option to meet temporary business needs. Term employment is for a fixed period at the end of which the employee ceases to be employed. This option should be used; however, only in situations where a need clearly exists for a limited time and is not anticipated to become a permanent ongoing need.

### APPLICATION


2. The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the *Public Service Act*.

### PROVISIONS

3. The following situations should apply when considering term employment:
  - Article 23 considerations – where a request comes forward to offer term employment to a non-beneficiary based on Article 23 considerations and intends on revisiting the competitive process at a later date to be filled by a beneficiary.
  - Backfilling temporary vacancies resulting from indeterminate employees on leave (maternity, education, Leave Without Pay, etc.)
  - Short-term projects
  - Funding considerations (i.e. Vote 4/5 positions)

### Process for Term Employment:


4. Departments may submit through a Job Action Request (JAR) process a competitive term employment opportunity that is of a fixed duration longer than four (4) months. Term employment should not be longer than three (3) years.
5. On the JAR, the Employing department must indicate one of the four (4) reasons provided in Section three (3) as to why they are filling a position on a term basis.
6. The GN staffing process is used to fill term positions.

	
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7. Should departments need to extend a Term beyond the three-year timeframe they may do so by submitting a written request to the Deputy Minister of Human Resources. Only exceptional circumstances will be considered (i.e. Vote 4/5 funding extended beyond a three (3) year period, unanticipated human resources issues).

### **Change in Employment Status**

8. There are valid reasons why a Department, Board or Agency of the Government of Nunavut may want to change an employee's type of employment from term to indeterminate. These include:
  1. A beneficiary is filling the position on a term basis and has demonstrated capacity to complete the duties of the job through a positive performance evaluation process and the appointment assists the Government of Nunavut and the department in fulfilling its obligations under Article 23 of the *Nunavut Land Claims Agreement* and the *Priority Hiring Policy*
  2. The hiring department did not originally anticipate the need to establish a permanent ongoing position; however operational requirements have now changed.
  3. The incumbent of the position indicates reasons for not returning to work – resignation, retirement, appointment to another position or other.
  4. Vote 4/5 funding becomes Vote 1 requiring longer term employment.
  
9. In relation to sections 9.2, 9.3 and 9.4 above, where the position is filled by a non-beneficiary, the employing department outlines in its submission justifiable reasons for change in status that could include the following:
  - The position must be filled without delay to complete projects that are government priorities and which could not be successfully completed on time if the department were required to go through another competitive process.
  - The position is sufficiently specialized that there is a limited body of potential candidates in Nunavut to do the work and only the current incumbent can continue to take on the job.

	
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**Process for Change in Employment Status**

10. Supervisors may request a change from term to indeterminate status prior to 30 days at the end of term to the Deputy Head of the employing Department, Board or Agency for review.
11. The Deputy Head reviews the request and forwards a written request to the Deputy Minister of the Department of Human Resources for approval.
12. If approved the Deputy Minister of Human Resources notifies the employing department and Human Resources prepares an amended job offer and notifies the Department of Finance.
13. The amended job offer is retained on the employee’s personnel file and changes to the Human Resources Information and Payroll System (ePersonality) is completed.

**AUTHORITIES AND REFERENCES**

14. *The Nunavut Public Service Act*  
Sections 16-22
15. *Priority Hiring Policy*

**CONTACTS**

16. For clarification or further information, please contact:

**Director Recruitment and Staffing**  
**Department of Human Resources**  
**Iqaluit, Nunavut**  
**975-6223**