 <p style="text-align: center;"><b>HIRING PROCESS</b></p>	<p style="text-align: center;"><b>Human Resources Manual</b></p>
<p style="text-align: center;"><b>Casual Employment</b></p>	<p style="text-align: center;"><b>Section 515</b></p>

## **CASUAL EMPLOYMENT**

### **PURPOSE**


1. The following guidelines provide a brief overview of how casual employment works.

### **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 *Nunavut Public Service Act (PSA)*.

### **PROVISIONS**

3. The department identifies the need to hire a temporary employee.
4. A Casual Staffing Action (CSA) form is prepared outlining the proposed dates of employment, qualifications and the duties. This form is signed and dated by the Deputy Head or an individual with delegated hiring authority and then sent to Human Resources.
5. The CSA is reviewed by the Staffing Division to establish a pay level based on a list of already rated casual positions. If it is a new unrated position it will be forwarded to the Job Evaluation Division to establish a pay level.
6. The Staffing Division reviews the resumes on file, according to the Priority Hiring Policy, and forwards a number of resumes to the requesting departments.
7. The supervisor interviews and may conduct reference checks. Once a candidate is selected, Human Resources is informed.
8. The CSA is completed and this information is forwarded to the Compensation and Benefits Division in the Department of Finance for processing. A copy of the CSA is kept for the casual's file.
9. Casual employees are paid at step 0 of the appropriate pay range determined by Job Evaluation.
10. A copy of the CSA is returned to the employing department to ensure the employee signs the forms. The casual is given a copy for his/her

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own personnel records. Once the employee signs the CSA, it is returned to Human Resources to be placed on the casual's file.

**Extensions**

11. A CSA is prepared requesting an extension for a particular casual employee. It is signed and dated by the hiring department's Deputy Head. Requests for extensions beyond six months must also include a rationale. Extensions beyond a year require a letter of support from the NEU.
12. Human Resources will review the request and inform the employing department if the request is approved or disapproved.

**Terminations**

13. The supervisor completes an evaluation form and forwards a copy to the employing department. A copy of the evaluation form, a clearance form, and the casual's leave and attendance file is sent to Compensation and Benefits.

**AUTHORITIES AND REFERENCES**

14. Collective Agreement with the Nunavut Employees Union  
Article 51 – Casual Employment
15. Nunavut Public Service Act  
Sections 16 to 19, Appointments

**CONTACTS**

16. For clarification or further information, please contact:

**Director Staffing  
Department of Human Resources  
Iqaluit, Nunavut  
975-6222**

or

**Directors Community Operations  
Department of Human Resources**

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**Igloolik - 934-2024**  
**Rankin Inlet - 645-2954**  
**Cambridge Bay - 983-4060**