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## TYPES OF EMPLOYMENT

### PURPOSE


1. Human resources are the critical element in the ability of the government to deliver effective and efficient programs and services. In addition to hiring an employee for an indeterminate period, departments may also hire an employee on a term, seasonal or part-time basis to meet program and service needs.
2. Benefits for a term, casual, seasonal or part-time employee may differ from those available to an indeterminate employee. Additional information about these benefits may be found in the appropriate sections of this Manual.

### APPLICATION

3. These guidelines and procedures apply to all employees.

### DEFINITIONS

4. **Casual employee** means an individual hired to do work of a temporary nature.
5. **Part-time Employment** is employment on a continuing basis for hours less than the standard workday, week or month.
6. **Term Employment** is employment for a fixed period in excess of four months. At the end of the specified period, the term employee ceases to be employed.
7. **Seasonal Employment** is employment of a seasonal nature, which is not continuous throughout the year but recurs in successive years.
8. **Indeterminate Employment** is employment on a continuing basis, unless another period of employment is specified.

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## PROVISIONS

### Part-Time Employment

9. Part-time employees shall be entitled to all eligible benefits provided under this agreement except as limited by the eligibility provisions of the Public Service Health Care Plan (PSHCP), the Superannuation/Disability Insurance Plan and the Dental Plan, in the same proportion as their yearly hours of work compared to the standard yearly hours of work for their position. This includes Northern Allowance.
10. Part-time employees are required to contribute to superannuation providing they are scheduled to work at least 12 hours per week.
11. Part-time employees are eligible to join the Public Service Health Care Plan (PSHCP) providing they are employed for an indeterminate period, for a season, for a term of more than six months or have completed six months of continuous employment.
12. Part-time employees are eligible to contribute to disability insurance providing they are working more than one-third of the normally scheduled full-time hours for their occupational group, and are appointed for an indeterminate period or for a term of more than six months or have completed six months of continuous employment.

### Term Employment

13. If a term employee is subsequently appointed to an indeterminate position, the employee's service is considered continuous from the date of initial employment.
14. Subject to limitations under the Nunavut Employees' and the Nunavut Teachers Association collective agreements, employees in term positions are entitled to the normal terms and conditions of public service employment.
15. Employees appointed to a term of six months or less are not eligible to contribute under the *Public Service Superannuation Act*.
16. Term employees are eligible to contribute to the PSHCP and to disability insurance if they are employed for a term of more than six months, or if


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they have been continuously employed in the public service for at least six months.

17. If a term employee is hired under clause 52.01 (d) or 52.01 (e) the employer shall advise the union of the circumstances.

### Seasonal Employment

18. A seasonal employee earns vacation leave at the applicable rate for each month that the employee receives at least ten days pay. Vacation leave may be granted during the season subject to operational requirements. Accumulated vacation leave credits may be used at the end of the season to extend employment up to 20 weeks or may be carried over into the next season.
18. All accumulated sick and special leave credits at the end of one season are carried over to the next season. No leave credits are earned during seasonal lay-off.
19. Medical travel assistance applies but may only be provided to a seasonal employee during the season, and cannot be used during seasonal lay-off.
20. Severance pay for seasonal employees who commenced employment before September 2, 1995:
  - are eligible for severance pay on completion of four years' service except in the event of a permanent lay-off, in which case the employee must complete only one year of service.
  - one year of service for severance pay purposes is made up of 261 days of active work.
21. Superannuation deductions commence upon completion of six months of substantially continuous employment. Seasonals may become eligible under the Superannuation Plan during the off-season. However, contributions may only be made during a period of active employment. Off- season periods do not count as pensionable service.
22. If a seasonal employee is a contributor to the Superannuation plan, the employee retains coverage under the Supplementary Death Benefit during the off-season.

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23. Coverage for disability insurance begins after six months of continuous active service (off-season periods do not count in the six-month requirement). If the employee's season is always less than six months, the seasonal employee will never be eligible for disability insurance coverage. Once an employee is eligible for coverage, it will be reinstated on each subsequent return to duty.
24. A seasonal employee is eligible for PSHCP coverage after completing six months of continuous employment. During the off-season, the employee must remit premiums to retain coverage.
25. A seasonal employee is entitled to receive an increment upon the completion of 12 months of active employment. As the season may vary from year to year, the actual increment date will "float" and is dependent upon the completion of 12 months' active service.
26. Supervisors are required to complete interim evaluations on all seasonal employees at the end of each season. This ensures that a valid performance appraisal can be written for the due date.

#### **AUTHORITIES AND REFERENCES**


27. Main Collective Agreement with NEU  
Article 4, Application  
Article 51, Casual Employment  
Article 52, Term Employees  
Article 30, Severance Pay
28. Collective Agreement with the NTA  
Article 12, Hiring Protocols

#### **CONTACTS**

29. For clarification or further information, please contact:

**Director Employee Relations  
Department of Human Resources  
Iqaluit, Nunavut**

**or**

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**Director Compensation and Benefits  
Department of Finance  
Iqaluit, Nunavut**