 <p style="text-align: center;"><b>EMPLOYMENT CATEGORIES</b></p>	
<b>Casual Employment</b>	<b>Human Resource Manual Section 903</b>

## CASUAL EMPLOYMENT

### PURPOSE

1. The Government employs individuals on a casual basis to complete work of a temporary nature.

### APPLICATION


2. These guidelines and procedures apply to all departments, boards and agencies.

### DEFINITIONS

3. **Continuous employment** for a casual employee means service with the Government, including employment periods with different departments, not broken by more than twenty working days. This means that if an employee has a break of exactly twenty working days, they do not have a break in service.
4. A **Casual** is an employee hired for a period of four months or less to do work of a temporary nature.
5. **On-call casuals** are employees asked to work on an as and when required basis.

### PROVISIONS

6. Casual employees are generally hired for a specific period of employment to do work of a temporary nature. For example, casuals work on special projects or act as emergency replacements for employees on leave.
7. The hiring of a casual is planned in advance, based on anticipated workload, staff absences and/or resignations, and the planning of special projects.
8. Casual employment may be used to provide temporary opportunities for individuals living in Nunavut requiring work experience prior to obtaining indeterminate employment.
9. A casual employee is not a seasonal, term or indeterminate employee.

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10. A supervisor may request a specific individual by attaching a note to the staffing documentation forms. However, the department's casual applicant inventory must be reviewed to ensure that any appointment conforms to the provisions of the Priority Hiring Guidelines.
11. Specific information on the hiring of casuals is included in Chapter 500 of this Manual.
12. A casual is paid at the casual pay range unless their continuous service results in their being considered a casual/term employee.
13. Where it is anticipated that the period of temporary employment will be in excess of 4 months, the employee shall be appointed on a term basis and shall be entitled to all the provision of the Collective Agreement from the first day of employment.

#### Benefits

14. A casual employee is entitled to the following benefits from the beginning of their employment:
  - sick leave; (except provisions of 20.09 and 20.10)
  - special leave;
  - holiday pay at a rate of six percent of salary paid on each cheque;
  - northern allowance
  - designated paid holidays shall apply to casual employees after fifteen days of continuous employment.

Specific rules for each benefit are found in the Allowances and Benefits section in this Manual.

15. A casual employee who has continuous employment of 15 calendar days is eligible for designated paid holidays, if the casual worked both the work day before and the work day after the designated holiday.
16. A casual employee who moves directly with no break in service of more than three months or less from a casual position to term or indeterminate position keeps their leave credits earned as a casual.
17. A casual employee who moves from one casual position to another within the Government carries all annual, sick and special leave credits to the

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new position providing there is no break in service of more than twenty working days.


18. A copy of the casual performance evaluation form should be completed and provided to the casual prior to termination.
19. Under no circumstances should a casual employee including those employed continuously for more than four months be laid off or not extended, where there is additional work to be done, solely to avoid paying the individual benefits to which he or she might otherwise become entitled.

### Termination

20. Casual employees shall not be laid off except in accordance with the provisions of the Collective Agreement.
21. A request for termination of employment for reasons of misconduct or incompetence is sent to the deputy head of the hiring department. The deputy head of the hiring department will then send a recommendation to the deputy minister of Human Resources for his/her consideration and appropriate action.
22. If at any time during the casual employee's period of employment concerns (i.e. performance, attendance, attitude and/or ability) arise, the department's Human Resource Section should be notified immediately to ensure the appropriate action is taken. It is also the supervisor's responsibility to discuss these concerns with the employee.
23. At the end of a casual employee's employment period, the following is kept by the department:
  - completed casual evaluation form;
  - completed clearance form;
  - the casual's leave and attendance file.

### On-Call Casuals

24. On call casuals or casual/terms may be hired to work when required but are generally not scheduled to work on other than a "call in" or emergency basis.

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25. Continuous service for an on call casual or a casual hired for a period greater than four months, includes the period of time from which they were first hired up to and including the final day of their employment regardless of the frequency or duration of work that occurs between those dates.
26. Where a number of on-call casuals or casual/terms are hired to carry out the same work, their names shall be placed on a list available to the supervisors with responsibility for authorizing work for the employees in question. This process must conform to the Priority Hiring Policy.

### **AUTHORITIES AND REFERENCES**

27. Main Collective Agreement with the NEU  
Article 51, Casual Employees
28. Superannuation Administration Manual  
Chapter 2.4, Pension
29. Superannuation Insurances Manual  
Chapter 2.4, PSHCP  
Chapter 3.2, DI  
Chapter 4.2, PSMIP  
Chapter 4.8, LTD

### **CONTACTS**

30. For further information or clarification, please contact:

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

**or**

**Directors Community Operations  
Department of Human Resources:**

**Rankin Inlet – 645-2954**

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