

Research St. Joseph's – Hamilton (RSJ-H)		Pages 1 of 2	Number 062-RSJ-H
Policy Title Employment Policies – Temporary Staff		Date 20 January 2017	
Supersedes New policy	Cross Reference	Issuing Authority RSJ-H Scientific Director	
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

Position responsible for developing and maintaining the policy: *RSJ-H Scientific Director*

POLICY STATEMENT

Research St. Joseph's – Hamilton (RSJ-H) employs temporary staff to provide short term employment as research funding is time limited (e.g. grants and contracts). Temporary assignments may last for periods ranging from a few days to a maximum of 24 months. This policy is intended to ensure that temporary employees who remain in the employ of RSJ-H for periods exceeding the applicable probationary period are treated in accordance with policies applicable to their regular part-time counterparts. This policy is not intended to apply to students employed during the summer vacation period.

- 1.0 Whenever possible, employees appointed to a temporary position should be notified in writing, at the time of hire, of the anticipated date of termination of the temporary position. When this is not possible, or when the contract must be ended prior to the end date, written notice of termination of employment as stipulated by Section 57 of the Employment Standards Act will be given by the temporary employee's research supervisor, after consulting with the Human Resources Department to determine the required notice period.
- 2.0 All employees hired on a temporary basis, regardless of the length of the assignment, will be treated as part-time employees for all purposes.
- 3.0 All employees hired on a temporary basis shall receive in lieu of all fringe benefits (being those benefits to an employee, paid in whole or part by RSJ-H, as part of direct compensation or otherwise, including statutory holiday pay, but excluding vacation pay, standby pay, call back pay, reporting pay, jury and witness duty pay, bereavement pay, and pregnancy/parental supplemental unemployment benefits) an amount equal to 14% of his/her regular straight time hourly rate for all straight time hours paid.

The percentage in lieu of benefits for a temporary employee who is an active member of HOOPP, and is eligible for and participates in the Pension Plan, shall be 10%.

- 4.0 Part-time employees assigned to a full-time position on a temporary basis will maintain their status as a part-time employee, and will continue to be treated as a part-time employee in all respects. They will return to their previous position on completion of the temporary assignment.

These Research St. Joseph's - Hamilton policies are **CONTROLLED** documents as are all management system files on the intranet. Any documents appearing in paper form are not controlled and should **ALWAYS** be checked against the intranet version (electronic version) prior to use.

- 5.0** New employees hired on a temporary basis to fill a specific vacancy will be released at the end of the temporary employment period unless the assignment is extended in writing, or unless alternative employment is offered, in writing, and accepted by the employee prior to the end of the temporary employment period.

- 6.0** New employees hired on a temporary basis who are retained in a regular part-time or regular full-time position following the expiry of their temporary assignment will be credited with service from the date of commencement of temporary employment or their date of last hire, whichever is most recent.

- 7.0** When a temporary full-time non-union position is expected to last 15 months or more, the individual hired into the position may, upon request, be treated as a full-time employee for all purposes.