

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 3	<b>DIRECTIVE NO.</b> D4
	<b>ORIGINATOR</b> Human Resources	
	<b>APPROVED BY</b> President's Executive Committee	
<b>TITLE</b> <b>HIRING POLICY: TEMPORARY SUPPORT STAFF - WAGE &amp; SALARY ADMINISTRATION</b>	<b>EFFECTIVE DATE</b> 1988.11.02	<b>REPLACES</b> 1984.12

## **POLICY**

It is the policy of the College to pay part-time and full-time temporary support staff a salary appropriate to the duties and responsibilities of the position.\*

Salaries are influenced by:

1. the local or regional conditions affecting the salaries of part-time and temporary employees,
2. the College's financial position and
3. the pattern of negotiated salary settlements for support staff in CAATs.

## **INTRODUCTION**

The purpose of the following procedure is to outline the College's policy regarding the hourly wage rate to be paid to part-time and full-time temporary support staff.

## **CATEGORIES**

There are four broad categories of part-time and full-time temporary employees.

1. Full-time temporary:

Employees who work more than 24 hours per week for a specific period, generally not exceeding 12 months. For example, replacement personnel to cover leaves of absence or vacations, appointments to projects of a non-recurring nature and other assignments of limited duration. (Ref. Article 1.01 of the Support Staff Collective Agreement).

2. Part-time regular:

Employees who work up to but not exceeding 24 hours per week on a continuing basis.

3. Part-time casual:

Employees who work up to but not exceeding 24 hours per week for short periods, usually on short notice, to address unanticipated changes in workload or staffing.

4. Student help:

Such individuals are hired occasionally for a variety of tasks frequently related to their courses of study.

## **PROCEDURE**

1. General

1.1 Prior to the hiring of an individual on a full-time basis efforts must be made to determine the long-term outlook for the position. If the position appears to be of a continuing nature then the department head should obtain the appropriate approval from the Budget Committee and arrange the hiring through the job posting and selection committee process.

1.2 When hiring a part-time or full-time temporary employee the budget holder is required to complete a Temporary Employment Payroll Authorization Form (PAF) which are available from Human Resources or Central Stores.

This form must contain, in addition to the usual information, the termination date of the contract. To extend the contract a subsequent PAF must be completed indicating the new termination date.

1.3 The section reserved for remarks should be completed as fully as possible indicating the reason for the temporary engagement and a summary of the work to be done.

1.4 If a budget holder is uncertain regarding the appropriate wage rate to offer a temporary employee, he or she should contact the Manager, Personnel Services prior to confirming the rate with the individual concerned.

1.5 The completed PAF must be sent to the Human Resources Department, Woodroffe Campus for final approval.

2. Salary Levels

2.1 In view of the short-term or sporadic nature of most of the work involving part-time and full-time temporary employees they are not normally expected to attain the level of expertise required of a full-time permanent employee.

2.2 For this reason the hiring rate used in the case of such employees will generally be below the rate that would normally apply to a position staffed on a permanent basis. Rates are reviewed and published annually; please refer to Budget Principle 6.05 for exact details.

2.3 To recognize, however, the close relationship of the work done on a temporary basis and the work performed by permanent employees, the salary ranges negotiated between the Council of Regents and OPSEU Support Staff will form the basis for the remuneration of part-time and full-time temporary employees.

3. Wage Progression:

Part-time or full-time temporary support staff will be paid, on commencement of their employment, the minimum rate for the classification as stipulated in Budget Principle 6.05. Progress through the classification is left to the discretion of the budget holder concerned, but this rate of progress should not be faster than that provided in the support staff agreement.

\* Please refer to Appendix D of the Support Staff Collective Agreement for the terms that apply to temporary employees replacing bargaining unit employees on a full-time basis.

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*(original signed by)*

Vice President  
Student Life and Human Resources

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*(original signed by)*

President