

# Temporary Non-union Employees

Original Implementation Date:	June 26, 2022	Approved by:	Caroline Blair-Smith, A/CAO John MacPherson, A/DCAO
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## 1 – Policy Name

Temporary Non-union Employees

## 2 – Purpose

The Municipality has a need to recruit and retain employees to work for specified periods of time; to backfill positions when permanent employees are on leave, to bring in additional resources during peak operational periods, etc. Such employment differs from permanent employment, as it has a specified end date. As the nature of temporary employment differs from permanent employment, so do the terms and conditions of employment; such terms and conditions of employment are identified in this Policy.

## 3 – Objectives

The objectives of this Policy are:

- To support talent recruitment, retention and engagement.
- To support organizational agility in having talent readily available for temporary work.
- To specify how temporary employment differs from permanent employment.
- To promote fairness and equity amongst temporary employees.
- To provide a smooth transition from temporary to permanent employment, when such circumstances arise.

## 4 – Scope

This applies to all temporary employees in non-union positions, classified in the non-union pay classification system.

## 5 – Definitions

In the context of this document:

**Temporary employee** means the employees hired to fulfill term assignments. Temporary employees may be hired for various periods of time, ranging from shorter periods (e.g., 30 days) to longer periods of time e.g., 3 years).

**Term employment** means employment with a specified end date.

## **6 – Roles and Responsibilities**

### **Executive Directors**

Executive Directors are responsible for:

- Ensuring proper administration of this Policy and delegating approval authority to directors/managers/supervisors as appropriate.

### **Directors/Managers/Supervisors**

Directors/Managers/Supervisors, who are delegated this authority by the Executive Director, are responsible for:

- Making temporary employment offers and managing temporary employees, in accordance with the terms and conditions of employment as set out in this Policy.
- Considering leave requests in accordance with the requirements of the Policy.
- Assessing operational requirements in light of all leave requests.
- Approving/denying leave requests.
- Supporting the employee in addressing situations that require leave while balancing operational requirements.
- Administering the Policy in a fair and equitable manner.
- Ensuring leaves are accurately recorded.

### **Employees**

Employees are responsible for:

- Submitting leave requests to their immediate director/manager/supervisor, with as much advance notice as possible.
- Accurately reporting all leaves on a bi-weekly basis. It is understood that in certain circumstances (e.g., sudden death of a family member, etc.) advance notice may not be possible.

### **Human Resources**

Human Resources is responsible for:

- Providing support to business units regarding the fair and equitable administration of this Policy and any relevant legislation.

## **7 – Policy Regulations**

- A. Policies which apply to all Halifax Regional Municipal employees also apply to temporary employees, except where expressly stated herein.

- B. Prior to hire, consideration must be given to what is known at that time, with regards to the length of the term. The following table sets out the unique terms and conditions of employment for temporary non-union employees:

Terms & Conditions	Policy Details
<ul style="list-style-type: none"> <li>Bereavement Leave</li> <li>Vacation</li> </ul>	<p>For a term of employment under twelve (12) months, the employee is entitled to leave as per the <i>Nova Scotia Labour Standards Code</i>.</p> <p>For a term of employment of twelve (12) months duration or longer, the employee is eligible for leave as per the Policy for permanent employees.</p>
<ul style="list-style-type: none"> <li>Citizenship Ceremony Leave</li> <li>Compassionate Care Leave*</li> <li>Crime-related Child Death or Disappearance Leave*</li> <li>Critically Ill Adult Care Leave*</li> <li>Critically Ill Child Care Leave*</li> <li>Domestic Violence Leave*</li> <li>Jury Duty</li> <li>Parental/Pregnancy Leave*</li> <li>Reservist Leave*</li> </ul>	<p>As per <i>Nova Scotia Labour Standards Code</i>.</p> <p>* Requires approved Leave Application Form.</p>
<ul style="list-style-type: none"> <li>Deferred Salary Leave Plan</li> <li>Leave of Absence</li> <li>HRM Pension Plan</li> <li>Pre-retirement Leave</li> </ul>	Not eligible.
<ul style="list-style-type: none"> <li>Holidays</li> <li>Court Leave</li> <li>Flexible Work Arrangements</li> <li>Overtime</li> <li>Purchased Leave Plan</li> <li>Salary Administration</li> </ul>	As per the Policy for permanent non-union employees.
<ul style="list-style-type: none"> <li>Group Benefits</li> </ul>	<p>For a term of employment under twelve (12) months, the employee is not eligible for group benefits.</p> <p>For a term of employment of twelve (12) months duration or longer, the employee will be offered a flex credit at the same percentage of base pay as that offered to permanent non-union employees. The flex credit will be administered through a Health Spending Account (HSA).</p>
<ul style="list-style-type: none"> <li>Sick Leave</li> </ul>	<p>For a term of employment under twelve (12) months, the employee is entitled to leave as per <i>the Nova Scotia Labour Standards Code</i>.</p> <p>For a term of employment of twelve (12) months duration or longer, the employee is eligible to accrue a half day (0.5) of paid sick leave per month of service to a maximum of six (6) days per calendar year. Sick leave is</p>

	not granted in advance and any unused sick leave is not carried forward to the next calendar year.
<ul style="list-style-type: none"> <li>• Voting Leave</li> </ul>	As per <i>Canada Elections Act</i> and <i>Nova Scotia Elections Act</i> .
<ul style="list-style-type: none"> <li>• Personal Leave</li> </ul>	Temporary full-time employees are eligible for leave as per the Policy for permanent employees. Temporary part-time employees are entitled to the prorated amount.

- C. In situations where a temporary non-union employee has completed a successive series of shorter terms, which total at least twelve (12) months in duration, consideration can be given to extending benefits, leave, etc. as detailed above.

## 8 – Repeal

Vacation Accrual – Term Employees dated April 1, 1996.

## 9 – Effective Date

June 26, 2022

## 10 – Related Policies and Practices

Internal:

Bereavement Leave  
Jury Duty/Court Leave  
Flexible Work Arrangements  
HRM Pension Plan  
Overtime  
Holidays  
Purchased Leave Plan  
Salary Administration  
Vacation  
Personal Leave

External:

*Nova Scotia Labour Standards Code*  
*Canada Elections Act*  
*Nova Scotia Elections Act*

## 11 – Policy Review

Review every year.

## 12 – Contact

MyHR@halifax.ca or 902-490-6145.

## **13 – Attachments**

Leave Application Form