

Classification of Casual, Temporary, and Seasonal Positions

Purpose

The Memorandum of Agreement between the Employer and the NSGEU regarding the terms and conditions of employment provided to casual, temporary and seasonal employees, requires that all casual, temporary and seasonal employees hired to do bargaining unit work are to be paid the applicable Civil Service Master Agreement rate of pay. As a result of this requirement, all casual, temporary, and seasonal positions are required to be classified by the Public Service Commission.

Procedure

Determination of Classification:

1. The departmental Human Resource Consultant is to forward to the Compensation Consultant, Public Service Commission, for the purpose of classification, the appropriate job documentation along with a completed DHR 1. The DHR 1 should clearly indicate the status of the position, i.e., casual, temporary, or seasonal.

The Department has the option of using the Job Profile for Casual/Temporary Assignment for positions that have been identified as casual or temporary assignments, however, the Department must use the Bargaining Unit Job Description template for all positions that have been identified as seasonal.

2. The Compensation Consultant will review the job documentation and determine the classification, record the approved classification on the DHR 1, and forward the original DHR 1 and a copy of the approved classified position description to the Department for processing.

The original position description will be held at the Public Service Commission.

3. If it is determined that the job documentation does not meet a classification standard of an existing collective agreement classification, the Compensation Consultant, in consultation with the Department, will implement a new classification and determine the rate of pay.

Position Assigned to Classified Position Descriptions:

In situations where it is determined that a new position will be assigned the duties of an existing classified position, the Department has the option to assign the casual, temporary, or seasonal position number to the existing position description. The Department is required to notify the Public Service Commission of all new seasonal positions that have been assigned to existing position descriptions. This information is to be forwarded to the attention of the Human Resource Assistant, Compensation Division.

Tools

The Job Profile for Casual/Temporary Assignment and Bargaining Unit Job Description templates can be found at the Public Service Commission's website at web-link: www.gov.ns.ca/psc/compensation

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