



## POLICY

<b>Name:</b> NON-PERMANENT EMPLOYEES		<b>Number:</b> HR-007-2008
<b>Administrative Approval Date:</b> August 20, 2008	<b>Council Approval Date:</b> February 4, 2008	<b>By-Law Reference:</b> Not Applicable
<b>Supersedes:</b> February 5, 2008	<b>Most Recent Amendment Date:</b> August 20, 2008	<b>Effective Date:</b> August 20, 2008

**1. POLICY:**

The District Municipality of Muskoka may employ individuals on a non-permanent basis for certain projects, seasonal work or to fill a position temporarily.

**2. PURPOSE:**

To ensure defined and consistent treatment of non-permanent employees.

**3. DEFINITIONS:**

3.1 Non-permanent employees include the following:

- 3.1.1 Casual employee: An employee who is hired to work on an “as-needed” basis and whose weekly hours are variable.
- 3.1.2 Temporary employee: An employee with whom the District enters into an employment agreement for a specified period of time, including Co-op Students and Interns.
- 3.1.3 Summer student: an employee who is attending or enrolled in a post secondary institution on a regular full-time basis and who is generally employed only during the summer period (May through August).

**4. ADMINISTRATION:**

4.1 Wages

- 4.1.1 Casual and temporary employees shall be hired at the Step 1 rate of the classification of the job they are performing.
- 4.1.2 After the employee has worked the hourly equivalent to 3 months (see table below) with satisfactory performance, s/he will be moved to the Step 2 rate for the position.
- 4.1.3 After the employee has worked the hourly equivalent of one year with satisfactory performance, s/he will be moved to the Step 3 rate for the position.
- 4.1.4 The hourly equivalent varies depending on the normal work week for the job being performed, as follows:

Hours in a Normal Workweek	Hours after which the employee will be moved to the Step 2 Rate	Hours worked at Step 2 for the employee to move to the Step 3 Rate
35	455	1365
37.5	487.5	1462.5
40	520	1560

4.1.5 An employee who is rehired on a non-permanent basis into a position that s/he has previously performed for more than 3 months, after a break in service of less than one year, shall be rehired at the Step 2 rate for that position and shall be moved to the Step 3 rate when time worked from the rehire date is consistent with the table above.

4.1.6 Summer students will be paid according to "Salary Schedule C, Summer Students", which may be altered from time to time by the Senior Management Team as recommended by the Human Resources department.

4.1.7 All non-permanent employees are paid on a two-week delayed pay cycle.

4.2 Public Holidays

4.2.1 Non-permanent employees will receive Public Holiday pay in accordance with the Employment Standards Act for the following public holidays:

New Year's Day	Family Day
Good Friday	Victoria Day
Canada Day	Labour Day
Thanksgiving Day	Christmas Day
Boxing Day	

4.2.2 To be eligible, the employee must work all of his or her regularly scheduled shift before and after the public holiday, or provide reasonable cause for failing to do so.

4.2.3 Non-permanent employees are not eligible for any other paid District holidays.

4.3 Vacation Pay - Non-permanent employees will receive 4% of their wages as vacation pay. This amount shall be paid-out with each pay.

4.4 Benefits - Non-permanent employees are not entitled to any District or group benefits.

4.5 Pension Plan - A non-permanent employee is eligible to join the Ontario Municipal Employees Retirement System (OMERS) per District Policy HR-080-2008 OMERS and Retirement, if in each of two immediately preceding calendar years:

4.5.1 S/he worked at least 700 hours, or

4.5.2 S/he earned at least 35% of the year's maximum pensionable earnings (YMPE).

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4.6 Overtime

4.6.1 A non-permanent employee will be paid for hours worked in excess of the normal workweek for comparable or similar full-time positions at the rate of time and one half of the employee's regular hourly rate.

4.6.2 Overtime due to an employee will be paid out with the next regular pay.

4.7 Non-permanent employees who are hired as part of a federal, provincial or other funding program will be governed by the terms and conditions of that program and this policy.

4.8 Exceptions to the above shall be subject to the approval of the Chief Administrative Officer.

Related Policies/Documents:

- Employment Standards Act, 2000
- HR-080-2008 OMERS and Retirement
- HR-200-2008 Summer Student Hiring Procedure
- Salary Schedule C - Summer Students

Reference: District Council minutes of 2(2008) – February 4, 2008