



HUMAN RESOURCES MANAGEMENT 7 – Hiring Personnel for Ad Hoc Positions

Date: November 30, 2001

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

This Administrative Practice provides direction to administrative and finance staff to hire and pay personnel for specific short-term ad hoc tasks, eg. moving materials, cleaning equipment, babysitting, unpacking purchased materials, etc.

2.0 PROCESS

The Associate Superintendent, Human Resources will maintain the practice for the hiring of personnel for ad hoc positions and communicate same.

3.0 GUIDELINES

- 3.1 Provision will be made in the General Pay Plan to hire personnel for ad hoc positions. Remuneration will be \$10.00 per hour.
- 3.2 Employment application packages for ad hoc positions will be provided to principals through Human Resources. Such packages will contain an Application Form; a TD-1 Tax Form; and a Direct Deposit Form. The completed application package must be in Central Office before the person commences work.
- 3.3 Human Resources will receive and maintain files of personnel who have applied for ad hoc positions.
- 3.4 The principal will approve and submit a time sheet to the Finance Department at Central Office for personnel hired under this Administrative Practice. Payment for such services will be charged to a casual salary expense account. (Note that as per the Employment Standards Act, personnel hired under this Administrative Practice must be paid a minimum of two hours each time they are hired.)
- 3.5 Students hired under this Administrative Practice must be at least 15 years old.

References: *General Pay Plan*