



## HUMAN RESOURCES MANAGEMENT 20 – Multiple Employment Positions

Date: September 15, 2002

Responsible Administrator: Associate Superintendent; Human Resources

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### 1.0 RATIONALE

From time to time, there have been employees in the system hired for two distinct employment positions with the Board. There is a need to provide clear direction for administering such situations to ensure all employees are treated in a fair and equitable manner.

### 2.0 PROCESS

All requests for hiring staff are to be routed through the Associate Superintendent, Human Resources

### 3.0 GUIDELINES

- 3.1 When a position becomes available, all usual procedures for hiring staff are to be followed, i.e. pulling from the recall list, advertising, interviewing, et cetera.
- 3.2 An employee may hold two distinct employment positions with the Board. However, since administration does not encourage working overtime as a general rule, the combined time of an employee holding two or more positions with the Board shall not exceed 40 hours per week. [Reference: Employment Standards Code, Section 21(a)]

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References: *Board Policy: E/1/1*