Temporary Positions Employment Procedure

Introduction

Lakehead University occasionally employs individuals in temporary (fixed-term), non-union positions to support short-term operational, administrative, or project-based needs. These roles help ensure that departments can respond flexibly to workload fluctuations, vacancies, and special initiatives without committing to permanent appointments.

This document outlines the step-by-step procedures governing the recruitment, requisition, appointment, and management of Temporary Positions at Lakehead University. It supplements the Temporary Positions Employment Policy and aligns with the University's broader Human Resources policies, the Ontario Employment Standards Act, 2000 (ESA), and other applicable employment legislation.

The procedure provides Hiring Managers and administrative staff with detailed guidance to ensure that temporary appointments are managed fairly, consistently, and efficiently from requisition through termination.

Understanding the Principles

1. This procedure applies to all non-union, fixed-term positions that have a defined start and end date. These positions will not extend beyond the defined start and end dates in the Contract Agreement.

2. Temporary positions are funded through the University's operational budget, internally designated funds, or externally awarded, time-limited grants that are not research-funded roles governed by Fund 50.

3. All Temporary Positions must align with the approved Generic Job Descriptions and the Temporary Positions Salary Grid (TP0–TP5) maintained by Human Resources.

4. Recruitment, compensation, and management must reflect Lakehead University's commitment to fairness, transparency, and equity.

5. All Employees in Temporary Positions are entitled to the same protections afforded by Ontario's employment laws, including the Employment Standards Act, 2000, and the Ontario Human Rights Code.

6. Hiring Managers must ensure that adequate funds exist to cover the total cost of employment, including vacation pay and Mandatory Employer Costs (MERCs), before proceeding.

Things to Remember!

1. Please review the temporary Position Policy and supporting documents before initiating a new temporary position. If in doubt, or for further clarification consult the Human Resources Department.

2. The Request to Hire (RTH) form must be fully approved before posting or hiring for any position.

3. To simplify administration, Temporary Positions will use the Temporary Positions Salary Grid and Generic Job Descriptions. These descriptions outline the job duties, responsibilities, requirements, and complexity for each role, ensuring positions are assigned to the correct salary band.

4. When selecting the appropriate TP salary band and step from the Salary Grid, the major responsibilities of the role should align with the corresponding Generic Job Description. Depending on the nature of the position, the role may involve some, most, or all of the listed responsibilities.

5. Each band within the salary grid reflects an increase in the complexity, skills, knowledge, job, and responsibilities compared to the previous step.

6. The Department Head is responsible for ensuring that sufficient department funds are available to cover the wages (including overtime) and other mandatory employer costs (MERCs) for Employees in Temporary Positions.

7. All employment contracts must clearly define the start and end dates, hours of work, and salary.

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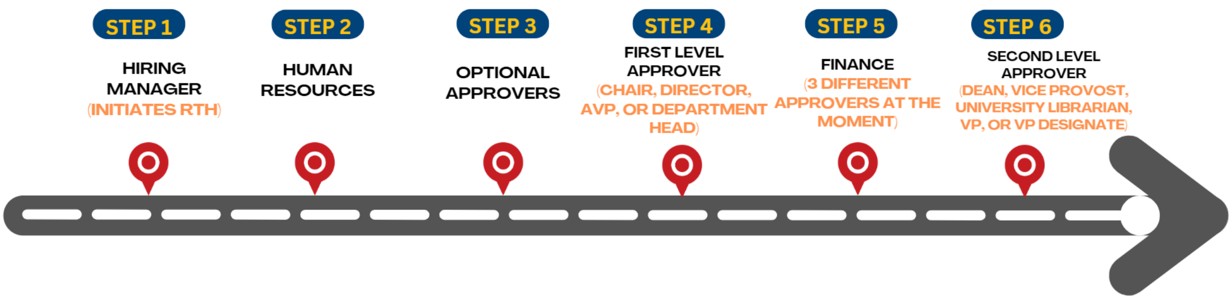
Standard Recruitment and Hiring Process

Step 1: Submit the Request to Hire (RTH) – Temporary Positions



1.1 Complete the Request to Hire (RTH): Fill out the Request to Hire form for the temporary position. The RTH will require all relevant job details, including whether the position is full-time or part-time, the duration of the contract, the platforms where you'd like to post the job, and more. Detailed instructions on how to complete the form are available on the Human Resources website.

1.2 Approval Process: The RTH will be reviewed and approved by the necessary approvers. Once the RTH is approved, it will be sent to HR. See the approval workflow above.

Next Steps: Once HR receives the approved RTH, the recruitment process can move forward.

No position shall be posted or hired for without a Request to Hire (RTH).

Step 2: Job Posting Creation and Confirmation

2.1 All hiring managers must refer to the Employment Recruitment Policy for overall details on posting requirements.

2.2 If a posting is required, the hiring manager must request HR to create the posting through the RTH. HR will create a job posting using the information provided in the RTH and the Standard Job Description. The position will be advertised for a minimum of 10 business days to ensure adequate time for applications to be received.

NOTE: Departments who have been pre-approved by HR to post on department pages must follow the HR guidelines as provided by HR

Step 3: HR Shares Applicant File with Hiring Manager

3.1 Once the job posting closes, HR will compile and share the Applicant File with the Hiring Manager.

3.2 Contents of the Applicant File:

- Candidate applications,
- Reference check consent forms,
- Reference check questionnaire template
- Reference check question quick reference guide
- Interview question quick reference guide
- Regret letter template

Step 4: Selection of Candidate

4.1 The Hiring Manager must adhere to proper and fair hiring practices when selecting the candidate. For best practices and recommended selection techniques, refer to the *Talent Acquisition Guide for Hiring Managers*.

4.2 The Hiring Manager will conduct interviews as part of the selection process as outlined in the *Talent Acquisition Guide for Hiring Managers*.

4.3 Interviews must involve more than one individual to ensure a fair and objective assessment. It is not permissible for a single person to conduct the interview alone.

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Step 5: Make a Verbal Offer

5.1 The Hiring Manager shall extend a verbal offer of employment to the selected candidate, ensuring it aligns with the terms and conditions outlined in the approved Request to Hire (RTH), such as the start and end dates, salary, and other relevant details.

5.2 Refer to the *Talent Acquisition Guide for Hiring Managers for* tips on how to effectively communicate a verbal offer. Alternatively, you can speak to Talent Acquisition for guidance.

Step 6: Obtain Hiring Documentation

6.1 Collect Required Documents: After the successful candidate accepts the verbal offer, the hiring manager must obtain and complete the necessary hiring documentation. This includes, but is not limited to:

6.1.1 Federal and Provincial Tax Forms
6.1.2 Direct Deposit Banking Information
6.1.3 Work or Study Permit (if applicable)
6.1.4 Ensure Completion: Ensure all forms are completed and signed.

6.2 Once the candidate accepts the verbal offer and submits all required documentation, the hiring manager shall submit all documents listed above along with a fully completed Employee Information Form (EIF) to formsubmission@lakeheadu.ca.

NOTE: Hiring documentation must be sent to Human Resources as soon as possible, but no later than five (5) working days before the start date of the appointment.

Hiring documents shall be submitted to HR no later than five (5) working days before the start date of the appointment.

6.3 Consult the Recruitment Timeline: For detailed recruitment timelines and deadlines, refer to the Human Resources Request to Hire webpage.

Any questions about the recruitment procedure may be directed to hiring.talent@lakeheadu.ca.

Step 7: Onboarding and Timecard Setup

7.1 Once HR processes the hiring documentation, Employees in Temporary Positions will be added to the payroll system. If part-time or hourly, HR and Payroll will set up a timecard for hours worked.

7.2 Supervisors are responsible for onboarding the employee, reviewing job expectations, workplace safety, and University policies.

7.3 Hiring managers/supervisors must provide all new hires with the following information within their first 5 business days at Lakehead University:

- Legal name of employer (“The Board of Governors of Lakehead University “)
- Contact info of employer - email and phone number of hiring manger
- Where the employee will perform work (Thunder Bay, Orillia or Barrie STEM Hub)
- Wage/wage rate
- Pay period and Pay date

    - For Salaried Positions: “You will be paid on a semi-monthly basis, with pay days occurring on the 15th and the last day of each month. Should a scheduled pay day fall on a weekend or statutory holiday, payment will be issued on the preceding business day.”, OR
    - For Hourly Positions: “You will be paid on a bi-weekly basis”
- General description of employees’ work hours
    - “While your hours of work may vary depending on operational needs and the demands of the portfolio, it is anticipated that your work will generally be performed Monday through Friday, during standard university hours of 8:30 - 4:30, with flexibility as necessary to fulfill the responsibilities of the role. This may occasionally include evening or weekend commitments related to international partnerships, events, travel, or meetings across time zones.”

Salary Administration

1. The Hiring Manager must use the Temporary Positions Salary Grid to determine an appropriate annual salary or hourly rate of pay. The Salary Grid defines minimum and maximum pay rates for positions and addresses issues like inequities and funding limits.

2. Overtime shall be governed by the Ontario Employment Standards Act, 2000, and the Overtime for Non-Union Employees Policy applied for full-time positions as follows:

    2.1. Employees in full-time positions who work in excess of 35 hours but less than 44 hours in any one week shall be compensated with corresponding time-off on an hour for hour basis (straight-time). Lieu time hours accumulated for work in excess of 35 but less than 44 must be taken via mutual agreement with the employee's Supervisor before calendar year end. Lieu time untaken at year end will expire.

    2.2. Employees in full-time positions who work more than 44 hours in any one week shall be compensated at the rate of time and a half for all hours worked more than 44.

    2.3. With approval of the Supervisor, the employee in a full-time position may be granted a request to take equivalent time-off (calculated at the time and one-half premium) in lieu of pay for hours earned in bullet two above. Such time-off must be taken within three (3) months from the overtime event. The three (3) month time limit may be extended with a written agreement between the employee and supervisor; however, in no case shall the limit extend beyond the end of the calendar year.

3. All overtime compensation costs shall be charged to the department’s budget.

4. Salary step increases may be given when contracts are renewed.

5. Salary step increases may be applied during the term of an existing appointment in special circumstances and will be subject to approval of the Vice President, Administration & Finance, in consultation with the Associate Vice-President of Human Resources.

6. Salary grid increases (economic increase) are applied annually on October 1st subject to approval by the Board of Governors. Hiring Managers must account for this increase in their budgeting preparation. Historically, economic increases are typically 1 to 3%. Ex. $28 per hour on September 30 becomes $28.84 per hour effective October 1 with a 3% economic increase.

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Hours of Work

1. Employees in a full-time temporary position regularly work 35 hours per week (generally 7 hours per day, Monday through Friday, or averaging 35 hours per week over the duration of the appointment) and are paid using an annual salary rate on the semi-monthly pay schedule.

2. Employees in a part-time temporary position regularly work less than 35 hours per week. Those with irregular work schedules that vary day to day and week to week, are paid using an hourly rate on the part-time hourly pay schedule. Hours worked will be submitted via timecards. Employees in a part-time temporary position with a regular work schedule (e.g. 10 hours per week every week), are paid using a prorated annual salary rate on the semi-monthly pay schedule.

3. Employees in a temporary position shall receive vacation pay according to the Ontario Employment Standards Act, 2000, unless otherwise specified in their employment contract.

4. Supervisors must approve and monitor hours to ensure accuracy and compliance with University procedures.

Performance and Conduct

1. Supervisors will have regular dialogue with employees regarding performance expectations and provide feedback.

2. Annual performance evaluations are to be completed following standard University procedures if the Employee in a Temporary Position is anticipated to be employed in this position for a minimum of one (1) year. More information can be found here: Performance Evaluation

3. Supervisors are encouraged to use the University's performance evaluation forms available on the HR website. Any performance or conduct issues should be addressed promptly in consultation with HR.

Contract Renewal and End of Service

1. Contract Renewal: For Employees in a Temporary Position, contracts automatically end on the date specified in the Offer Letter unless renewed in writing. Renewal requests must be submitted through a new or extended RTH and approved before the current contract end date.

2. Resignation Process: If an Employee in a Temporary Position departs before the Offer Letter end date, a resignation letter must be sent to formsubmission.hr@lakeheadu.ca as soon as possible to prevent overpayment. Supervisors must complete the HR Exit Checklist, ensure University property is returned, and confirm final pay with Payroll.

Compliance and Conflict of Interest

All employment practices for Temporary Positions must comply with the Ontario Employment Standards Act, 2000, the Ontario Human Rights Code, and Lakehead University's Conflict of Interest Policy. Supervisors must obtain prior HR approval before hiring relatives or individuals with whom they are closely related.

All hiring shall conform to the *Conflict-of-Interest Policy* of Lakehead University

Conclusion

This procedure document ensures a consistent and efficient process for managing Employees in Temporary Positions at Lakehead University. By adhering to these guidelines, the Hiring Managers and all involved parties will help maintain compliance with university policies, budget requirements, and legal standards. Should any questions arise or further clarification be needed, please do not hesitate to contact Human Resources. Thank you for your cooperation in supporting the university's hiring initiatives.