	
<p style="text-align: center;"><b>DISCIPLINE</b></p>	<p style="text-align: center;"><b>Human Resource Manual</b></p>
<p style="text-align: center;"><b>Casual Employees</b></p>	<p style="text-align: center;"><b>Section 802</b></p>

## CASUAL EMPLOYEES

### PURPOSE


1. Since the Government employs casual employees for short periods, managers can proceed more quickly with progressive discipline. Performance problems of casual employees are handled in the same manner as for employees on probation.

### APPLICATION

2. These guidelines and procedures apply to all casual employees.

### PROVISIONS

3. If a casual employee's performance is unsatisfactory, the manager meets with the employee in order to do the following:
  - explain the areas where the employee's performance is deficient;
  - explain how the employee can correct performance;
  - set the time limits for the corrective action;
  - explain that if the employee's performance does not meet the required standard, the manager may apply further discipline up to and including dismissal.
4. If the casual employee's performance continues to be sub-standard the manager can recommend dismissal. The manager prepares the recommendation and all supporting documentation for the Deputy Head.
5. The manager writes to the casual employee to inform of the recommendation and to the Deputy Head for the employee's dismissal.
6. The Deputy Head consults with Employee Relations to determine if dismissal is appropriate. Employee Relations assists in the review of all provisions of legislation and the collective agreements if applicable.
7. If dismissal is deemed to be appropriate, the Deputy Head of Human Resources signs the notice of dismissal.

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8. The casual employee's manager gives the original to the casual employee and sends a copy of the notice to the Department of Human Resources.
9. The Department of Human Resources requests pay action and places the notice on the employee's personnel file.

#### **AUTHORITIES AND REFERENCES**

10. Public Service Act  
Section 32  
Section 33
11. Main Collective Agreement with the Nunavut Employees Union  
Article 35, Adjustments of Disputes

#### **CONTACTS**

12. For clarification or more information on this topic contact:

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