Casual employees are those who are employed by Ongomiizwin – Health Services, Inuit Health Program, and work in Nunavut on a casual or intermittent basis. They are employed when and if needed, and where there is no expectation of continuing or regular employment.

At times are referred to as hourly staff.
Casual Staff Handbook

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Approving Body: Board of Governors
Implementation: President, delegated to Vice-President (Administration)
Applies to: Casual Employees of Inuit Health Program, Ongomiizwin – Health Services.
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Application

This Casual Staff Handbook applies to casual employees of the Therapy Services – Inuit Health Program (IHP).

Casual employees are those who are employed by Ongomiizwin – Health Services, Inuit Health Program, and:

(a) work in Nunavut on a casual or intermittent basis;

(b) are employed when and if needed; and

(c) there is no expectation of continuing or regular employment.

The terms and conditions of employment will be governed by this Casual Staff Handbook and the Governing Documents of the University of Manitoba, available online at:

http://www.umanitoba.ca/admin/governance/571.html

A provision in the body of this Casual Staff Handbook will prevail over any conflicting provision in, attached to or incorporated by reference into a Governing Document.

The Associate Vice-President (Human Resources) is authorized to approve changes to this Casual Staff Handbook for the purpose of updating contact information, cross references and to correct typographical errors, provided that such changes do not materially affect their substance or content.

This Employee Handbook may be revised by the Vice-President (Administration) if:

(a) the Vice-President (Administration), upon recommendation by the Associate Vice-President (Human Resources), deems it necessary or desirable to do so; or

(b) the Employee Handbook is no longer legislatively or statutorily compliant.
Designated Paid Holidays

Casual employees of the Therapy Services – Inuit Health Program will receive paid holidays in accordance with this Casual Staff Handbook and the *Holidays* Policy, available online at:

http://www.umanitoba.ca/admin/governance/governing_documents/staff/1237.html

Where there is a discrepancy between the Casual Staff Handbook and the *Holidays* Policy, this Casual Staff Handbook shall prevail.

1.1 The Therapy Services – Inuit Health Program shall observe the following general holidays:

(a) New Year’s Day (January 1st);
(b) Good Friday;
(c) Easter Monday;
(d) Victoria Day (in the month of May);
(e) Canada Day (July 1st);
(f) Nunavut Day (in the month of July), in lieu of Louis Riel Day;
(g) Civic Holiday (in the month of August);
(h) Labour Day (in the month of September);
(i) Thanksgiving Day (in the month of October);
(j) Remembrance Day (November 11th);
(k) Christmas Day (December 25th);
(l) Boxing Day (December 26th);
(m) Floating Holiday (normally observed during the Christmas-New Year’s Break);
(n) Two (2) one-half day holidays (normally observed as one full day, when applicable, during the annual Christmas-New Year’s Break); and
(o) One additional day when proclaimed by an Act of Parliament as a National Holiday.

1.2 Where the Employer agrees to provide the majority of employees in any community with time off in support of a community function, those employees who are unable to take advantage of the time off because of operational requirements will be paid at the overtime rate for hours worked during that period, in accordance with section 7 of this Casual Staff Handbook and the *Hours of Work and Overtime for Excluded Students and Out of Province Support Staff* policy. Staff not present in a community, or on leave (vacation, education, etc.) during the event, are not entitled to be compensated for this time.

1.3 Statutory holiday pay for casual employees is calculated at 5% of the gross wages (not including overtime) in the 30 day period immediately before the holiday.
Vacation Plan

Vacation entitlement shall be provided to casual employees of the Therapy Services – Inuit Health Program in accordance with this Casual Staff Handbook and the Vacation Plan for Excluded Student and Out of Province Support Staff Policy, available online at:

http://www.umanitoba.ca/admin/governance/governing_documents/staff/914.html

2.1 As a paid vacation period cannot be granted during the term of the appointment, hourly paid staff members shall have vacation pay added to their regular pay in each pay period in accordance with the Vacation Pay Table in lieu of an annual vacation with pay. Column A represents the number of years of accumulated service at March 31st and Column B represents the percentage of the normal hourly rate to be paid in addition to the normal hourly rate.

<table>
<thead>
<tr>
<th>COLUMN A</th>
<th>COLUMN B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accumulated Service in Years at March 31st</td>
<td>Vacation Pay (percentage)</td>
</tr>
<tr>
<td>0.00 to 5.99</td>
<td>6%</td>
</tr>
<tr>
<td>6.00 to 11.99</td>
<td>8%</td>
</tr>
<tr>
<td>12.00 to 19.99</td>
<td>10%</td>
</tr>
<tr>
<td>20.00 or more</td>
<td>12%</td>
</tr>
</tbody>
</table>

2.2 The above mentioned vacation pay is not added to hours worked at overtime rates.

2.3 Hourly paid staff members shall be entitled to leave without pay for a vacation period equal in days to the amount of vacation pay received during the previous vacation year.
Hours of Work

Hours of work for casual employees of the Therapy Services – Inuit Health Program shall be in accordance with this Casual Staff Handbook and the *Hours of Work and Overtime for Excluded Students and Out of Province Support Staff* Policy, available online at:

http://www.umanitoba.ca/admin/governance/governing_documents/staff/790.html

Where there is a discrepancy between the Casual Staff Handbook and the *Hours of Work and Overtime for Excluded Students and Out of Province Support Staff* Policy, this Casual Staff Handbook shall prevail.

3.1 Hours of Work

(a) The standard hours of work are 37.5 hours per week.

(b) The standard daily hours will be seven and one-half (7 ½) consecutive hours, between 08:30 and 17:00, each day from Monday to Friday.

3.2 Breaks

(a) The standard daily hours are exclusive of a one hour lunch period scheduled between 12:00 - 13:00.

(b) There shall be a paid fifteen (15) minute break in the morning and a paid fifteen (15) minute break in the afternoon.

3.3 The standard yearly hours will be one thousand nine hundred and fifty (1950).
Nunavut Northern Allowance

4.1 Casual staff do not receive Nunavut Northern Allowance.
Compensation

Compensation for casual employees of the Therapy Services – Inuit Health Program shall be in accordance with this Casual Staff Handbook and the Salary Administration for Medical/Dental Practitioners and Administrators Excluded from Bargaining Units Policy, available online at:

http://www.umanitoba.ca/admin/governance/governing_documents/staff/882.html

Where there is a discrepancy between the Casual Staff Handbook and the Salary Administration for Medical/Dental Practitioners and Administrators Excluded from Bargaining Units Policy, this Casual Staff Handbook shall prevail.
Duty Travel

Travel and business expense claims for casual employees of the Therapy Services – Inuit Health Program shall be in accordance with this Casual Staff Handbook and the Travel and Business Expense Claims Policy, available online at:


and the Hours of Work and Overtime for Excluded Students and Out of Province Support Staff policy, available online at:

http://www.umanitoba.ca/admin/governance/governing_documents/staff/790.html

Where there is a discrepancy between the Casual Staff Handbook and these policies, this Casual Staff Handbook shall prevail.

6.1 Where an employee is required and authorized to travel on behalf of the Employer he/she shall be paid:

(a) when the travel occurs on a regular workday, as though he/she were at work for all hours travelled; with time and a half overtime rates for all hours in excess of the regular 7.5 hour work day for the first four hours and double time for the subsequent 8 hours.

(b) when the travel occurs on a day of rest or designated paid holiday, at the applicable overtime rate for all hours travelled, with a minimum of four (4) hours pay at the straight time rate and a maximum of eight (8) hours at the applicable overtime rate. (Note: Saturday and Sunday maximum total submission is 8 hours at the applicable overtime rates.)

(c) when the travel occurs on the second consecutive day of rest, double time (2) will be paid for all hours worked, to the maximum amount of eight (8) hours as described in section 6.1(b)).

6.2 For the purpose of this Article, hours travelled includes up to a one (1) hour check-in period at airports [two (2) hours for airports in communities outside of Nunavut and the Northwest Territories], bus depots, or train stations as well as up to a one (1) hour check-out period at each overnight stopover and at the final destination. Hours travelled also include time spent waiting for connecting flights, trains or buses, but is exclusive of overnight stopovers.
Overtime

Overtime for casual employees of the Therapy Services – Inuit Health Program shall be in accordance with this Casual Staff Handbook and the *Hours of Work and Overtime for Excluded Students and Out of Province Support Staff Policy*, available online at:  

http://www.umanitoba.ca/admin/governance/governing_documents/staff/790.html

Where there is a discrepancy between the Casual Staff Handbook and the *Hours of Work and Overtime for Excluded Students and Out of Province Support Staff Policy*, this Casual Staff Handbook shall prevail.

7.1 Therapists must prioritize their caseloads so that all work is completed in regular work hours and so that overtime is avoided if at all possible. Regular hours of work in the week may be flexed with prior approval, or at the manager’s request, to allow for work outside of regular hours of work (i.e. evening education session being offered, flight schedules outside of normal work hours).

7.2 All overtime must be pre-approved and shall be submitted on the overtime claim sheet.

7.3 An employee who is **required** to work overtime will be paid as per the following:

(a) at time and one-half (1.5) for the first 4 hours and,

(b) at double time (2) for all hours of overtime worked after the first four (4) consecutive hours of overtime, and double time (2) for all hours worked on the second or subsequent day of rest, provided the days of rest are consecutive.

(c) Casual employees will be paid for all overtime worked.
Sick Leave

Casual employees of the Therapy Services – Inuit Health Program shall follow the *Sick Leave Policy*, available online at:

http://umanitoba.ca/admin/governance/governing_documents/staff/780.html
Leave of Absence

9.1 General Leave

Casual employees of the Therapy Services – Inuit Health Program shall follow the Leave of Absence Policy, available online at:

http://umanitoba.ca/admin/governance/governing_documents/staff/322.html

Where there is a discrepancy between the Leave of Absence Policy and the territorial legislation of Nunavut, the legislative requirements shall prevail.

9.2 Maternity and Parental Leave

Casual employees of the Therapy Services – Inuit Health Program shall follow the Maternity and Parental Leave Policy, available online at:

http://umanitoba.ca/admin/governance/governing_documents/staff/323.html

Where there is a discrepancy between the Maternity and Parental Leave Policy and the territorial legislation of Nunavut, the legislative requirements shall prevail.

9.3 Compassionate Care Leave

Casual employees of the Therapy Services – Inuit Health Program shall follow the Leave of Absence Policy, available online at:

http://umanitoba.ca/admin/governance/governing_documents/staff/322.html

Where there is a discrepancy between the Leave of Absence Policy and the territorial legislation of Nunavut, the legislative requirements shall prevail.

9.4 Temporary Absences from Work

Casual employees of the Therapy Services – Inuit Health Program shall follow the Temporary Absences from Work Policy, available online at:

http://www.umanitoba.ca/admin/governance/governing_documents/staff/730.html
National and Provincial Registration

10.1 Casual employees of the Therapy Services – Inuit Health Program must be currently registered to practice with good standing in any one Canadian province.

10.2 Casual employees are not reimbursed for national and provincial registration fees.
Booking and Changing Flights

Travel and business expense claims for casual employees of the Therapy Services – Inuit Health Program shall be in accordance with this Casual Staff Handbook and the Travel and Business Expense Claims Policy, available online at:


Where there is a discrepancy between the Casual Staff Handbook and the Travel and Business Expense Claims Policy, this Casual Staff Handbook shall prevail.

11.1 Booking Flights

(a) Ongomiizwin - Health Services will be booking travel using the most economical fares available at the time for travel to and from Nunavut. Change fees will be incurred when changes are made after the flight is booked.

(b) Casual employees of the Therapy Services – Inuit Health Program shall confirm all community visit dates prior to the community visit schedule being submitted to Ongomiizwin - Health Services office. After community visit flights are booked by Ongomiizwin - Health Services, any changes to flights will incur fees for the department. Employees shall confirm travel dates, accommodation and other travel details prior to flights being booked, to help avoid change fees.

(c) Ongomiizwin - Health Services will not pay additional fees associated with stopovers requested by the employee. If an employee requests a stopover en route to or from Nunavut, they can do so but the additional cost will be billed back to the individual employee. If a stopover is necessary due to the nature of airline scheduling, then Ongomiizwin - Health Services will cover the cost.

11.2 Changing Flights

(a) If changes to a flight are made for operational reasons (e.g. employee is requested to stay another day on community visit to assist with call; or an employee is delayed due to bad weather) then Ongomiizwin - Health Services will pay the change fees.

(b) If an employee requests changes to work flights for personal reasons, not including illness or bereavement, the employee will be responsible for the change fees.

(c) Casual employees of the Therapy Services – Inuit Health Program do not need additional authorization from the Inuit Health Program office to make changes to a flight and can contact the travel agent directly if Inuit Health Program office
staff is unavailable (ie. not in the office, or on a weekend, etc.) if the travel changes are related to weather or an airline schedule change. Any other changes, (i.e. clinical or personal changes requested by staff or other reasons) still need to be approved through Inuit Health Program office or medical rehabilitation program manager as appropriate.

(d) If travelling for personal reasons, Ongomiiizwin - Health Services will not be responsible for costs incurred with delays in travel relating to weather or airline scheduling changes. Employees are responsible for accommodation and travel costs associated with any delays during personal travel. If an employee is not able to report for work as scheduled after vacation days, the extra time will be personal time taken from either vacation, banked or unpaid time.

11.3 Miscellaneous

(a) If an employee is rerouted to Churchill during work travel due to weather and are required to stay in Churchill overnight, the employee may be able to stay in a transient apartment. This can be done by calling Rebecca Allen during working hours at 204-675-8330 or the Churchill hospital at 204-675-8881 and ask for ward to get keys. In an emergency, Rebecca can also be reached on her cell at 431-232-3550. If the apartment is unavailable or you cannot get in touch with someone to get the keys, employees can get a hotel and expense the amount in Concur.
Expense Claims

Travel and business expense claims for casual employees of the Therapy Services – Inuit Health Program shall be in accordance with this Casual Staff Handbook and the Travel and Business Expense Claims Policy, available online at:


Where there is a discrepancy between the Casual Staff Handbook and the Travel and Business Expense Claims Policy, this Casual Staff Handbook shall prevail.

12.1 Travel and other business expenses for employees will be reimbursed through Concur or with the Guest/Student Travel and Business Claim Form as applicable.

12.2 Documentation of expenses must be comprehensive and the original detailed receipts or other original documents must be scanned and attached to the electronic claim.

12.3 All original receipts are required and need to be scanned and uploaded with the Expense Reports in Concur. Employees may destroy receipts once reimbursed for the claim. In the case of a lost or missing receipt the employee must complete a Missing Receipt Affidavit in order to claim the expense. If the claim is missing any supporting receipts or documentation an affidavit attesting to the validity of the expense must be added to facilitate timely processing of the claim.

12.4 The claim should include all relevant expenses, including but not limited to travel, accommodations, meals, and registrations. Where relevant it should also include the travel itinerary and conference agenda.

12.5 When travelling on community visits, employees can:

(a) purchase their personal meals at the hotel and paid with room at checkout.

(b) claim a $100/day per diem without receipts using expense reports in Concur. If travelling for less than a full day, or eating some meals at the hotel, the following meal per diem rates can be submitted: Breakfast $20, Lunch $30, Supper $50. Per diems must be adjusted for any meals provided through hotel, flights, conferences, or events (ie. if a meal is provided at no charge at a conference, at a hotel, or on flights, the per diem for this meal cannot be submitted).

(c) claim meals with receipts for groceries or restaurant meals. Actual costs for meals incurred are reimbursable when supported by detailed receipts and one-over-one approval.
(d) Claim additional baggage costs, but only when the extra charges were necessitated by the performance of duties.

12.6 Casual employees are not reimbursed for meals in community they are based (ie. Rankin Inlet or Iqaluit)

12.7 Casual employees will submit receipts in concur, or can use the University of Manitoba Guest/Student Travel & Business Claim Form to submit receipts after their employment is concluded:

https://umanitoba.ca/admin/financial_services/media/Guest_Student_Travel_and_Business_Expense_Claim_form.pdf
Missing Receipt Affidavit

Instructions:
1. Complete all fields below, Print and Sign the declaration
2. Scan the declaration
3. Attach completed declaration to expense line or report in lieu of receipt
4. Submit with the related Receipt Submission Report

I understand that a Missing Receipt Form may not be completed on a routine basis and that overuse may revoke the privilege of providing a Missing Receipt Form in lieu of a receipt.

Name (Please Print):

RN# and Report Name:

Date of Purchase:

Vendor Name:

Vendor City of expenditure:

Purchase Total:

Description of items purchased:

Reason receipt is missing:

Declaration:

I acknowledge that this expense was incurred on behalf of The University of Manitoba and that it is an allowable expense as defined by The University of Manitoba Travel Policy and/or the appropriate Granting Agency Policy.

Employee Signature: ___________________________ Date: ___________________________

Please return form to:
Travel Services
405 Administration Building
processes@ad.unmanitoba.ca or Fax 204-474-7925
13.1 The therapist must at all times adhere to the standards of professional conduct as defined by the Code of Ethics and Rules of Conduct of their professional body. This is accomplished by the therapist reviewing their profession’s Code of Ethics and Rules of Conduct.

13.2 Any therapist who does not adhere to the above standards will be disciplined by his/her immediate supervisor.

13.3 The rules of professional conduct are in place to ensure that the behavior of the therapist reflects the ethical principles and values of their profession (CPA, CAOT, SAC) and also to ensure that the rights of the clients are respected.
Probationary Review and Performance Assessments

Probationary review and performance assessments for regular employees of the Therapy Services – Inuit Health Program shall be in accordance with this Employee Handbook and the Performance Planning and Review for Support Staff Policy, available online at:

http://www.umanitoba.ca/admin/governance/governing_documents/staff/590.html

Where there is a discrepancy between the Employee Handbook and the Performance Planning and Review for Support Staff Policy, this Employee Handbook shall prevail.

The Performance Assessment is an on-going process for employees that provides:

(a) a method to link individual and organizational goals and assist individual growth and development
(b) sustained dialogue on work performance
(c) a record of job performance
(d) recognition of faculty member/employee performance

Casual employees will complete a performance assessment at the request of the manager.