

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

PAYMENT OF TEMPORARY EMPLOYEES

PNT 12.0
NPS 273-98

POLICY:

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD to establish payment for temporary employees, unless specified otherwise in collective agreements or conditions of employment, on the following basis:

1. **Short-term assignments** (fewer than twenty (20) consecutive working days)

The daily rate of pay shall be 1/260 of the minimum annual salary of the appropriate job classification, inclusive of 4% vacation pay, or the equivalent hourly rate.

2. **Long-term assignments** (twenty (20) consecutive days or more)

The daily rate of pay shall be 1/260 of the assigned annual salary for the appropriate job classification inclusive of 4% vacation pay, or the equivalent hourly rate.

3. The Board shall pay statutory holiday pay in accordance with the Employment Standards Act.

4. **Pay adjustments**

In cases where salaries are adjusted retroactively, employees on long-term assignment shall receive retroactive adjustments.

5. **Method of Pay**

Payments shall be made in accordance with the established pay schedules, providing the appropriate time sheets have been submitted at the specified time to the Human Resources Department.