

**Collective Agreement – P.S.A.C. – Local Y023**

**September 1, 2017 to August 31, 2021**

**LETTER OF UNDERSTANDING # 14**

**BY AND BETWEEN:**

**THE CITY OF WHITEHORSE**

**AND**

**PUBLIC SERVICE ALLIANCE OF CANADA, LOCAL Y023**

RE: Voluntary change to casual employment status

**The following has been established to maintain employee retention, increase recruitment efficiencies, and reduce training hours for supervisors.**

Notwithstanding article 23.02: “All positions shall be posted internally for a minimum period of seven (7) calendar days, with the exception of temporary vacancies in accordance with Article 23.07,”

The employer may waive the job posting and interview process in the following situation:

**Status Change:** Upon manager approval, a current permanent employee may resign their permanent employment status but will be appointed to a casual position with the same classification. It is understood that not all positions have capacity for casual status and hence this option is not available to all employees. It is also understood that this change is to be initiated by the employee and that supervisors and / or managers will not encourage permanent staff to change their status to casual. Approval for casual appointment will be based on the operational requirement of the City.

**Guidelines and Clarifications:**

A permanent employee who resigns but seeks appointment to a casual position will fully process their resignation before re-appointment to casual status. This will be deemed as a break in service whereby any prior service will not be considered when establishing a new continuous service date. Upon the new appointment date, the employee will be treated as a casual employee as per the Collective Agreement following casual



employment terms and conditions specified in 2.02 and Appendix "A" and all of their Permanent employee benefits will cease.

All applicable resignation entitlements will be paid out upon approval of status change.

Should an employee who changed status wish to return to permanent status in the future, they will have to wait for a vacancy to become available and apply on the posting and be the successful candidate.

In the event that more than one permanent employee requests casual appointment within the same 7 calendar day period, their requests will be assessed based on seniority. Further, employees will be required to have a satisfactory Performance Evaluation within the last 12 months to be eligible for a re-appointment as Casual.

Signed on the 9 day of Oct, 2020

CITY OF WHITEHORSE	PSAC, Local Y023
	
Linda Rapp City Manager	Steve Geick President