

**Subject:** Rates of Pay for Persons Employed on a Casual or Temporary Basis  
**Effective:** July 1, 1992  
**Revised:** June 1994; July 1, 2001

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**1.0 PURPOSE**

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This policy sets out a provincial standard with respect to the rates of pay for casual or temporary employees working in school districts.

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**2.0 APPLICATION**

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This policy applies to persons who are hired on a casual or temporary basis and who do not fit the definition of employee set out in section 1 of the [Public Service Labour Relations Act](#). This policy does not apply to substitute teachers whose rates of pay are set out in [Policy 202 - Substitute Teachers](#).

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**3.0 DEFINITIONS**

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None

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**4.0 LEGAL AUTHORITY**

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[Public Service Labour Relations Act](#) – section 1  
[Financial Administration Act](#) – paragraph 6(1)(d)

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**5.0 GOALS / PRINCIPLES**

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All employees working in the public education system deserve a fair, objective and equitable compensation framework.

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**6.0 REQUIREMENTS / STANDARDS**

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- 6.1** Unless the superintendent is experiencing difficulty in attracting qualified candidates (see section 6.3), a person hired to work in a school district on a casual or temporary basis shall not be paid at a rate greater than 80% of the minimum rate of salary for the applicable category.
- 6.2** No person shall be paid at a rate less than the minimum salary prescribed in the [Employment Standards Act](#).
- 6.3** A superintendent may, subject to District Education Council policy, provide a rate of pay, to a casual or temporary employee, that is higher than the provincial standard set out in section 6.1 only when the superintendent is experiencing difficulty attracting qualified candidates.

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**7.0 GUIDELINES / RECOMMENDATIONS**

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None

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**8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING**

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**8.1** A DEC may make policies regarding the hiring and assignment of casual and temporary employees not inconsistent with provincial policy or relevant collective agreements.

**8.2** A DEC may make policies, consistent with this policy, respecting the specific conditions under which an employee may be offered a rate of pay greater than the provincial standard set out in section 6.1.

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**9.0 REFERENCES**

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[Public Service Labour Relations Act](#)  
[Financial Administration Act](#)  
[Employment Standards Act.](#)

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**10.0 CONTACTS FOR ADDITIONAL INFORMATION**

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Department of Education – Human Resources Branch  
(506) 543-2030

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