



EXTERNAL HIRES

TEMPORARY APPOINTMENT	Step 1 (probationary rate) Step 3 (on probation completion)
REGULAR APPOINTMENT	Step 2 (probationary rate)

INTERNACUP & HIRES

<p>CUPE TO CUPE TEMP (temporarily assume substantial duties of a higher classification)</p>	<p>Article 25.04: Provisional Appointment 5% above employee's regular pay If 5% is below the minimum of the new pay band, then minimum of new pay band Never higher than maximum of new pay band</p>
<p>CUPE TEMP TO REGULAR APPOINTMENT</p>	<p>Moving from temp to regular in same classification and passed probation (i.e., at step 3 as temp), would be placed at step 4 as regular.</p> <p>Please confirm with HR Associate about probationary period.</p>
<p>CUPE REGULAR TO HIGHER PAY BAND</p>	<p>Step 2* of new pay band (initial trial period) Step 4 of new pay band (on trial completion) * If step 2 is less than employee's current salary, place at step 4 (initial trial period)</p>

INTERNAL CUPÆES

SCENARIOS:

A regular h" employee is hired into a PB7 position on a temporary basis. This scenario is a secondment (moving to a higher job temporarily). -

- 0 , with a trial period.
- @0 0

A regular employee that is PB8, who is currently in a PB9 job as a career development temporary secondment at Step 5 and will be appointed into another PB9 job.

- If the temp appointment is in the same department, different job: Salary remains at PB9 Step 5 rate, with a 3-month trial period
- If the temp appointment is in a different department/different job: Salary remains at PB9 Step 5 rate, with a trial period

IF CUPE regular A CUPE term B CUPE C

Use current term B salary to determine C salary

CUPE 917 TO CUPE 951

If a 917 employee applies and is the successful candidate for a CUPE 951 TEMP position, the step placement will depend on whether they keep their regular home position.

If the home department agrees to the employee taking on a leave from their home position for a “secondment/career dev opportunity”, then the employee would be placed in Step 2, as per CUPE 951 CA; probation rate for appointed employees who participate in the staff pension plan. After 3 months they will move to Step 4 as per CUPE 951 CA; probation rate for appointed employees who participate in the staff pension plan. (pension & benefits still tied to home position)

REFERENCE ARTICLES

- Section D Trial Period 16.12
- ~~Section G Rate of Pay on Promotion~~ Section D Increment Progression
 - 25.07 Regular employees promoted to a higher Pay Band will receive the following rate of pay:
 - (a) Step 2 of the new Pay Band, in which case the employee will be eligible to move to step 4 on successful completion of the trial period; or,
 - (b) Step 4 of the new Pay Band, if the Step 2 rate is lower than the employee's current rate.
- Increment Progression Articles 25.08 & 25.09
 - 25.08 Step 1 will be the probationary rate for temporary employees with appointments. Step 2 will be the probationary rate for regular employees with appointments. On successful completion of the probationary period, temporary employees with appointments will move to Step 3, and regular employees with appointments will move to Step 4.
 - 25.09 Progression from Step 1 to Step 3 for temporary employees, or from Step 2 to Step 4 for regular employees will be awarded subject to satisfactory performance as evidenced by a formal appraisal. A similar appraisal will also be made prior to the completion of a trial period. The form used in such appraisals will be established by mutual agreement of the parties.
- LOA #1- Administration of Performance Adjustments to Salary Schedule at or Above Pay Band 9

For questions on the probationary/trial process period for CUPE 951 employees, please contact HR Associate

For questions about appointment forms, please contact Payroll