

Leader Conversation Guide: Short Term Employee – UNIFOR Unit 1

This document is intended to assist hiring leaders, administrators, and HR roles that advise and enable their department/faculty clients to communicate accurately and consistently to employees about the Short-Term Employee category.

What is happening?

A new Unifor Unit 1 Short Term Employee (STE) category is being introduced May 2, 2021, for contracts 6-12 months in duration. This applies to roles and types of work normally performed within the Unifor Unit 1 group. Some employees and positions are excluded as noted Article 2 in the Collective Bargaining Agreement.

Why is this change happening?

The new STE group was negotiated in the 2019 collective bargaining process between the University and Unifor Unit 1. There was agreement to maintain a quick and flexible hiring process (competitive process remains optional).

How will employees and faculties/departments be impacted? (Top changes)

Short-Term Employees:

- ✓ Are for contracts of 6-12 month duration (for work within Unifor Unit 1 scope)
- ✓ Are union members
- ✓ Accrue paid vacation time (vs. receive vacation percentage pay)
- ✓ Hours of work follow the [Collective Bargaining Agreement](#)
- ✓ Holiday pay will follow the [Collective Bargaining Agreement](#)
- ✓ Have access to certain leave provisions

Changes for the Department/Faculty Hiring Leaders and Administrators include:

- ✓ Need to determine if hire meets criteria for STE or is excluded and if so use
 - Unifor Unit 1 Position Code and Job Description
 - New wage grid [Hiring & Recruitment - Human Resources \(mcmaster.ca\)](#)
 - New offer letter and extension letter templates
 - Use of HR Reporting Hub to identify upcoming contracts for renewal or end.

Where do I find information, resources and learning aids?

All resources related to the new STE category can be found [on the recruitment web page](#). This site includes the wage grid, offer/extension letter templates, FAQs, and other aids to assist you in understanding and effectively using the new STE category.

How can I get further support?

For inquiries about HR processes, please contact your [HR Representative](#), call x222HR (47) or email hr.mcmaster@mcmaster.ca.

For consultation regarding STE for specific cases, please contact [Employee/Labour Relations](#).

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Key Messages to Support Conversations Related to STE

Introducing the Short-Term Employee Group

Employees may have questions about this change. Here are some messages to support these conversations. Let the employee know:

- ✓ You understand they have questions as this is new for them (and you!)
- ✓ The position is part of the Unifor Unit 1 bargaining unit – they are welcome to reach out to Unifor if they have any questions about supports they offer (info@unifor5555.ca)
- ✓ The employee will now receive some entitlements under the Collective Agreement (details outlined in Appendix V).
- ✓ This position is an important role for your department, and you are glad they are considering being part of your team.

Short Term Employee Financial Considerations

Employees may have questions about the financial impact of being a Short Term Employee. Here are some financial considerations from the perspective of STE Employee as well as the Employer (your Department/Faculty):

STE Employees – There is a new STE Hire Rate option available to leaders, as well as other steps available in the Unifor Unit 1 wage grid. As members of Unifor Unit 1, employees will start to pay union dues of 1.5% and accrue paid vacation in accordance with article 16 of the collective agreement when their status changes to STE (6 months of service). If the employee is unable to use their paid vacation time it will be paid out at the end of the appointment.

Employer – Temporary / Interim employees' vacation is paid at 4% on each pay in accordance with the Employment Standards Act. Employees with STE status accrue vacation as per Article 15 of the collective agreement, which is based on an annual entitlement of 3 weeks, and which is equivalent to 6% of their wages.

The [benefit rate table](#) has been updated to include the cost of the STE group.

Short Term Employee Vacation

Vacation accrual follows the same vacation year as the rest of the university.

- ✓ Vacation is accrued from July 1st to June 30th.
- ✓ Vacation is taken during the calendar year January 1st – December 31st.
- ✓ If the employee is unable to use their vacation time it will be paid out at the end of their contract.