

Short Term Employee Category

What you need to know



What is happening?

The introduction of the Short-Term Employee (STE) category in the Unifor Unit 1 bargaining unit, will take effect **May 2, 2021**. Employees hired for a term of 6-12 months with a start date of **May 2, 2021** or later will now be hired as a Short-Term Employee.

This applies to roles and types of work normally performed within the Unifor Unit 1 group. Some types of positions and employees are excluded. [Review Article 2](#) for a full list of exclusions.



Why is this happening?

The new Short-Term Employee category was negotiated through collective bargaining between the university and Unifor Unit 1 in 2019.



How will it happen?

Hiring processes and tools are updated to include the new category.

Groups excluded from the STE category include:

- Full-time students enrolled at McMaster University
- Research Associates (academic) employed for under 2 years

View the Unifor Unit 1 [Collective Agreement](#), Article 2.01 for the full list of exclusions and entitlements (Appendix V).



Resources

Offer letter templates
Wage grid
Job aids
FAQs
Leader conversation guide
Recorded training sessions available on the [HR Website](#).



Support

Contact your [HR Representative](#), call 905-525-9140 x222HR (47) or email hr.mcmaster@mcmaster.ca for additional support.

The [Employee/Labour Relations team](#) is also available for support on specific cases.

What is changing by role?



Hiring Managers/Administrators will:

- Determine if hire meets criteria for STE.
- Use Unifor Unit 1 Position Code and Job Description
- Use new wage grid, new offer letter and extension templates
- Refer to benefit rate tables for budgeting of appointment
- Use HR Reporting Hub to identify upcoming contract renewals or end dates



Employees hired on a 6-12 month term will:

- Be hired as Short-Term Employees, and included in the Unifor Unit 1 bargaining unit
- Be scheduled for hours of work that follow the [collective bargaining agreement](#)
- Accrue paid vacation time
- Receive holiday pay as outlined in the [collective bargaining agreement](#)
- Have access to certain leave provisions