

Extending Temporary Contracts
(For employees hired after May 2nd2021)

A. First, consider how long was the original contract?	Number of months
B. Next, how long is the extension?	Number of months
A + B = Total length of the contract	A + B

Total contract will be one of the following:

- 1) Less than 6 months – Temporary Appointment
- 2) 6 months - 12 months – Short Term Employee (STE) Appointment
- 3) Greater than 12 months – Limited Term Appointment

Situation 1

The total length of contract is still less than 6 months. Employee remains in a Temporary appointment.

Example: original contract was 3 months. Extension is 2 months therefore the total duration of the contract is 5 months.

- Employee remains Temporary. No additional impacts or changes.

Administrative process includes:

1. Provide employee with Temporary extension letter. <https://hr.mcmaster.ca/managers/hiring-recruitment/>
2. Submit a Contract Extension eForm in Mosaic with the signed extension letter attached.
3. There is no requirement to seek a waiver of competition.

Situation 2

The total length of the contract with the extension is greater than 6 months and less than 12 months in length. Employee moves from Temporary to Short Term Employee (STE) status at the time the extension is issued to them via extension letter.

Example: Original contract was 4 months. Extension is 4 months therefore the total duration of the contract is 8 months.

- Employee moves to STE status as of the date the extension is issued to them via extension letter.
- Identify appropriate Unifor job description to use for the STE appointment. <https://hr.mcmaster.ca/managers/job-design-job-evaluation/unifor-unit-1-job-descriptions-and-job-postings/>
- Consider appropriate wage placement moving from Temporary to the Unifor wage grid – supervisors may use the STE Hire Rate or any Step in the Grade for the position. <https://hr.mcmaster.ca/app/uploads/2021/03/New-Wage-Grid-with-STE-Hire-Rate.pdf>
- Employee will be eligible for the CBA provisions (Appendix V) for STE. The employee will start to accrue vacation, pay union dues, receive shift premiums and statutory holidays when they move into the STE status (at the time the extension is issued). [See entitlements at a glance](#)
- There is no requirement to seek a waiver of competition.

Administrative process includes:

1. Select the appropriate Unifor job description from the HR website. <https://hr.mcmaster.ca/managers/job-design-job-evaluation/unifor-unit-1-job-descriptions-and-job-postings/> . The Unifor job description should be equivalent to the temporary job description. If there is not an appropriate job description, reach out to your Human Resources partner or Total Rewards to help identify or create one.
2. Run the report of available position numbers in your department. If position number is vacant with ALL the same attributes, you can use this. If a position number does not exist, request one through Mosaic with the Unifor Job code. Reports can be found in the HR Reporting Hub in Mosaic. <https://hr.mcmaster.ca/managers/mosaic-hris-resources/>
3. Provide employee with a new STE extension letter. <https://hr.mcmaster.ca/managers/hiring-recruitment/>
4. Submit a Contract Extension eForm in Mosaic with the signed extension letter attached.

Situation 3

Total length of the contract with the extension is greater than 12 months in length (less than 36 months)
Employee moves from Temporary to Limited Term status

Example: Original contract was 5 months. Extension is 10 months. Total contract duration is 15 months.

Employee moves directly from Temporary to Limited Term status as of the date the extension is issued to them via extension letter.

- Identify appropriate Unifor job description to use for the STE appointment. <https://hr.mcmaster.ca/managers/job-design-job-evaluation/unifor-unit-1-job-descriptions-and-job-postings/>
- Consider appropriate wage placement moving from Temporary to the Unifor wage grid – supervisors may use the STE Hire Rate or any Step in the Grade for the position. <https://hr.mcmaster.ca/app/uploads/2021/03/New-Wage-Grid-with-STE-Hire-Rate.pdf> .
- Employee will start to accrue vacation, pay Union Dues, receives shift premiums and stat holidays at the time the extension is issued.
- Pension and benefits commence at the time the extension is issued.
- There is no requirement to request a waiver of competition, however you may want to consider posting this longer-term opportunity with the changes in operational needs.

Administrative process includes:

1. Select the appropriate Unifor job description from the HR website – <https://hr.mcmaster.ca/managers/job-design-job-evaluation/unifor-unit-1-job-descriptions-and-job-postings/> . If there is not an appropriate job description, reach out to your Human Resources partner or Total Rewards to help create one.
2. Run the report of available position numbers in your department. If an existing position number is vacant with ALL the same attributes (hours, reports to, status) you can use this. If a position number does not exist, request one through mosaic with the Unifor Job code. Reports can be found in the HR Reporting Hub in Mosaic. <https://hr.mcmaster.ca/managers/mosaic-hris-resources/>
3. Submit a Contract Extension eForm in Mosaic and request completion of the Limited Term extension letter from Human Resources via the comments section of the eForm.
4. Work with HR to schedule the Limited Term onboarding meeting.