
COMPENSATION OF CASUAL EMPLOYEES IN CASE OF FORTUITOUS EVENT

Effective Date: April 22, 2002

Originating Office: Human Resources

Supersedes /Amends: n/a

Policy Number: HR-31

SCOPE

This policy applies to all casual employees of the University.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

“Casual employee” means an employee

- hired to carry out a specific function or activity, regardless of duration, and
- paid on an hourly basis.

“Fortuitous event” refers to an unexpected event that occurs prior to, or during the regularly scheduled hours of work of the casual employee.

POLICY

1. The University compensates casual employees who are prevented from assuming their regular duties because of a fortuitous event, as provided for in the Act respecting Labour Standards.
2. A casual employee who reports to work, as scheduled, and who is told to leave by his immediate supervisor because of a fortuitous event is compensated for the scheduled hours of work for the first day of the fortuitous event.
3. A casual employee who reports to work, as scheduled, and who is informed by his immediate supervisor that he will be unable to perform his duties because of a fortuitous event and is asked to wait, is compensated for the time waiting up to the number of hours of the regular shift.

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4. In the event that the immediate supervisor resumes operations at the end of the fortuitous event and the employee does not attend work for the remainder of his scheduled work period, the employee is not entitled to the provisions of paragraph 3 above.

PROCEDURE

5. The immediate supervisor authorizes the compensation by signing the employee's timesheet and submitting it for payment to Payroll.