



# Know Your Contract

## Article 14 – Hours of Work

### 14.03 Additional Hours for Regular Part-Time Employees

“a) The University is committed to the principle of making temporary and casual work available to regular part-time employees. Such assignments are exempt from premium pay. It is the responsibility of the regular part-time employee to advise Human Resources and/or the applicable manager, in writing, of their interest in such employment, their availability, and their skills, knowledge and ability as it might relate to such employment.”

If you are a regular part-time employee and you would like to pick up additional hours in your department, you need to notify your manager and/or HR of this, in writing. Local 1858 Executive encourages part-time employees to write to both their manager and their HR rep so that both departments are properly informed of the employee’s availability.

“b) The parties shall meet in February of each year to review the previous twelve (12) months experience and the future prospects of a part-time employee working additional hours in their regular position on a regular basis, and having such additional hours becoming part of the employee’s regular assignment.”

If you’ve ever wondered if this actually happens, it does. The CUPE LM Committee conducts an annual review of the additional hours report. In some cases, a part-time position will see an increase in hours per week based on this report.

“c) The Human Resources office shall supply this information in November of each year so the Union has time to review the information before the February meeting.”

Again, if you have ever wondered if HR follows through with this responsibility, we are happy to report that it does.

“d) Additional hours within a department will be offered to regular part-time employees within the same department based on seniority, skills, knowledge and ability. Where an assignment of additional hours would incur premium pay and/or additional costs under Article 16, the Employer may offer the additional hours to the next employee who would not incur premium pay and/or additional costs to the Employer.”

This simply means that if the Employer would incur overtime rates or a meal allowance by giving hours to Part-Time Employee 1 they can choose to give those hours to someone else to whom they would not have to pay overtime.

If you have any questions or concerns about Article 14.03, get in touch with a member of your Executive or a Steward.

To review Article 14, click [HERE](#).