

Non-Union Employee Seniority

Reviewed Date		Number	<i>HR0205</i>
Revised Date	<i>May 5, 2021</i>	Approved Date	<i>December 19, 1990</i>

Introduction

This policy outlines seniority dates for non-union employees.

Purpose

The purpose of this this policy is to clarify for non-union employees of the Simcoe Muskoka District Health Unit their seniority entitlement while employed by the health unit. This policy does not apply to union members who are referred to their Collective Agreement.

Legislative Authority

Employment Standard Act, 2000 as may be amended from time to time

Policy Definitions and Interpretation

Non-Union employee: excludes all levels of management and refers to employees/positions within the health unit that are not covered under a Collective Agreement.

Seniority: All employment as a paid employee based on the employee's initial date of hire with the health unit, provided there has not been a break in employment of more than 13 weeks, which if there has been more than a 13 week break in employment an employee's seniority date will be the employee's most recent date of hire.

Paid casual and temporary employment before one became a part time or full time employee is included in seniority accumulation, as long as there has not been a break in employment of more than 13 weeks. Notwithstanding, service with SMDHU as a paid student employee prior to the date of this revised policy will be grandfathered as long as there has not been a break in employment of more than 13 weeks before one became a part time or full time employee.

Student employee: Refers to staff attending high school or post-secondary education or who have graduated from either and are employed as a paid student employee.

As per the Employment Standards Act, 2000 (ESA), which may be amended from time to time, two successive periods of employment that are not more than 13 weeks apart shall be added together and treated as one period of employment.

Policy

Each non-union employee's length of seniority is based on of the day they commenced employment with the health unit, provided there has not been a break in employment of more

than 13 weeks. If there has been a break in employment of more than 13 weeks, the employee's seniority date is based on the day they most recently commenced employment at the health unit.

Subject to the exceptions below, for all employment related purposes an employee's seniority date shall be the only date applicable.

Exceptions:

1. Each non-union employee's overall total service with the health unit will be recognized as required under the ESA, as may be amended from time to time, for potential severance pay or other entitlements, subject to any exceptions under the ESA or a Regulation under the ESA;
2. Vacation entitlements shall be in accordance with HR0701 Vacation policy.

Procedures

1. Human Resources shall keep up-to-date seniority dates on file for all employees.
2. Each March coinciding with the posting of the Union Seniority list Human Resources shall also post on the internal SMDHU intranet an up-to-date Non-Union seniority list.

Related Policies

N/A

Related Forms

N/A

Final Approval Signature: _____

Review/Revision History:

September 2010 Policy re-numbered – previous number B3.090

May 5, 2021 Revised seniority clarification