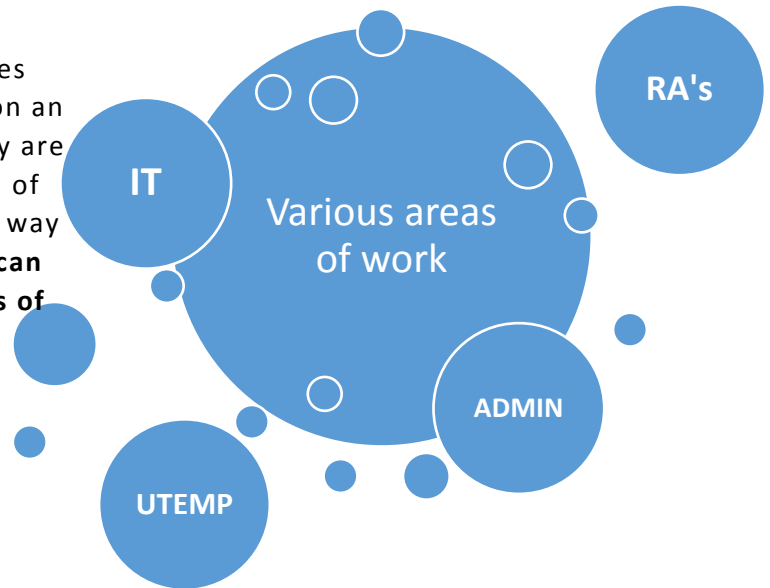


CASUAL UNIT

OVER 3000 CASUAL EMPLOYEES WORK AT U OF T, USW LOCAL 1998 REPRESENTS THEM

ca·su·al

The term “**casual**” is used to capture those employees working at the University of Toronto hired to work on an infrequent, irregular, or intermittent basis, or if they are hired to work regularly scheduled hours for a period of less than six (6) months. Being called a casual, in no way refers to skill-level or impact of your work. **Casuals can work in all kinds of capacities, with varying degrees of responsibility and can work part-time or full-time.**



things to know

THERE ARE A FEW KEY PIECES OF INFORMATION TO KNOW AS A CASUAL WORKER:

You have a collective agreement

- You have a collective agreement. A copy can be found at: www.usw1998.ca

Letter of Offer

- A letter of offer is a statement from the University which communicates their intent to either hire or extend your casual employment. It must include the date of offer, end date (if known), rate of pay and your supervisor's name. It should include a description of your duties and be signed by both you and your supervisor.
- Regardless of whether you're in the position for the first time or if you are being renewed, you should receive a letter of offer from HR before you begin work. If you do not have one or if there is an issue with yours, [contact us](#).

Conversion

- Conversion is one of the ways a Casual employee can become a continuing, salaried employee (Staff-Appointed).
- If you work in your position for 18 months at 60% FTE or more then you qualify. The same is true if you work 24 months at 40-59% FTE. **[Note: 100% FTE = 36.25 HRS]**.
- It is especially important to have records of your employment (timesheets, letters of offer, duties, etc) in order for a conversion to occur.
- Exclusion: FT Students
- [Contact us](#) if you have questions

Wages

- The minimum wage for casuals is \$13.15/hr (plus 4% vacation pay).
- However, if you can show that you are replacing, filling for, or doing the same work as a salaried position, then you are entitled to at least their base rate. [Contact us](#) for more info.
- Overtime pay begins for casuals at 44 hrs. This is laid out in the Employment Standards Act: <http://www.labour.gov.on.ca/english/es/pubs/guide/overtime.php>
- If the university cancels your shift with less than 12 hours' prior to your start time, you should be paid for the assigned hours of work for that shift.

Timesheets

- **Always fill in and sign your own timesheet.**
- Fill it in with the exact hours worked.
- Your supervisor should neither alter your timesheet, nor ask you to alter it to reflect anything other than the hours you have worked; even if the hours worked go beyond what was originally scheduled.
- If your supervisor allowed you to work past the original hours scheduled then you should be paid for those hours.

Finding Work

- Casual jobs are not formally posted in a designated place
- They can be found via:
 - word of mouth
 - UTEMP: <http://www.hrandequity.utoronto.ca/careers/co/utemp/atut.htm> or
 - www.careers.utoronto.ca (only searchable by Students and Recent Graduates)

Benefits

- Casuals have access to discounted metropasses (subject to availability: <http://www.transportation.utoronto.ca/transit/vip-metropass/>)
- Casuals are also entitled to 5 days bereavement leave
- Contact us at casuals@usw1998.ca for more info

Need Help?

- As your union, USW1998 is here to help you. Contact us if you have questions about your pay, conversion or any other workplace issue.
- Visit our website: www.usw1998.ca to access a copy of your collective agreement
- Submit an intake form if you have a question: www.usw1998.ca/members
- Contact us: casuals@usw1998.ca | 416 506 9090 xt. 232 | 25 Cecil St. Toronto ON, M5T 1N1

