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|------------------|-----------------------------|--------------------------|-----------------|
| Policy Name      | <b>CONCURRENT CONTRACTS</b> |                          |                 |
| Policy #         | <b>704</b>                  | Category                 | HUMAN RESOURCES |
| Steward          | Manager, Human Resources    | Date Approved            | July 1, 2023    |
| Next Review Date |                             | Date Reviewed or Revised |                 |

## **POLICY**

The College values our employees and their contributions and endeavors to provide supplemental employment to existing, qualified employees when operational feasible. The College is committed to ensuring employees receive appropriate time off and that Workload Principles are adhered to.

This Policy will outline the parameters for employee's performing concurrent employment contracts and what constitutes full-time employment.

## **PRINCIPLES**

1. These guidelines will not supersede the Collective Bargaining Agreement, The Saskatchewan Employment Act, or any other applicable legislation.
2. Requests for concurrent employment will be reviewed on an individual basis by Human Resources in accordance with the parameters outlined herein.

## **SCOPE**

This policy applies to all College employees.

## **DEFINITIONS**

**Concurrent**      An employee holding more than one contract of employment from the College with the same or different supervisors.

## PROCEDURES

1. If a part-time employee desires additional employment, management may award concurrent part-time positions to the employee providing that the following conditions are met:
  - 1.1 All job requirements for the concurrent part-time positions can be successfully fulfilled by the employee, as determined by management.
  - 1.2 The schedules of concurrent positions do not conflict, as determined by management.
  - 1.3 The employee meets the qualifications required by each position posting.
  - 1.4 For in-scope positions, the employee must be the most senior qualified applicant, as per the Collective Bargaining Agreement.
  - 1.5 The occupation of the concurrent positions by a single employee does not create a conflict-of-interest situation, as determined by management and College policy.
  - 1.6 The fulfillment of a second contract does not cause any additional financial cost for the College, such as overtime.
  - 1.7 The fulfillment of an additional contract does not impact employee performance or quality of work.
  - 1.8 Employee performance meets or exceeds expectations, and the employee is not currently participating in a Performance Improvement Plan.
  
2. The College will not employ any individual beyond the definition of full-time employment on a continual or prolonged basis. This includes all in-scope and out-of-scope work awarded by the College.
  - 2.1 To support strategic plan priorities, a concurrent contract in Applied Research or Corporate Training that would result in a College employee working in excess of full-time hours on an exceptional, time limited basis may be considered upon review and approval from the out-of-scope manager and Human Resources. Requests will be assessed based on established guidelines to ensure consistency, viability, and equity (for example, no overtime, no impact to existing position(s), workload principles maintained, etc.)
  
3. The following will be used to determine full-time employment:
  - 3.1 Office Employees - Full-time employment is defined by 36 hours per week. Office hours apply to those positions categorized as office staff in the Collective Bargaining Agreement.
  - 3.2 Field and Regulated Employees- Full-time employment for field and regulated staff is defined by 37.5 hours per week.
  - 3.3 Instructional Employees - Full-time employment for Instructors is defined by 200 contract days (1200 contract hours) in a fiscal year, with full-time contract hours per week being defined by the specific program area.

4. Full-time employment will be calculated according to the following guidelines for those employees who choose to occupy more than one part-time position at a time:
  - 4.1 Employees requesting two positions that fall within the same classification will be assessed according to the number of hours that define full-time employment for that classification.
  - 4.2 When combining different classifications of positions (office, field, regulated, instructional), at no time shall any employee's weekly hours exceed full-time hours for the classification with the lowest full-time hours (i.e. an employee holding an Instructor contract and a contract for a position in the Office classification cannot work in excess of 36 hours per week).
  
5. Executive will have final authority in granting or denying concurrent contracts.

#### **LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES**

- [Saskatchewan Regional Colleges Collective Bargaining Agreement](#)
- Saskatchewan Employment Act - [Employment Standards](#)

#### **LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES**

N/A