

## Operating & Trust Support Staff

### CONCURRENT JOBS / POSITIONS

This Tip Sheet applies when an employee **keeps** his/her current job or position **and** takes on an **additional** job(s) or position(s) which is/are **not** Regular.

Employee Type in <u>Current</u> Job / Position	Duration of <u>Additional</u> Job / Position	Employee Type for <u>Additional</u> Job / Position (Operating or Trust)
<b>Casual 1</b>	≤ 12 months	<b>Additional position – Casual 1</b> <i>Subsequent changes are bucket-driven*</i>
	> 12 months	<b>Additional position – Auxiliary</b> <i>Subsequent changes to current job/position are bucket-driven*</i>
<b>Casual 1 FT Student</b>	≤ 12 months	<b>Additional position – Casual 1 FT Student</b> <i>Placement is <b>not</b> bucket-driven</i>
	> 12 months	<b>Additional position – Auxiliary (by appointment only)</b> <i>Placement is <b>not</b> bucket-driven</i>
<b>Casual 2</b>	≤ 12 months	<b>Additional position – Casual 2</b> <i>Subsequent changes are bucket-driven*</i>
	> 12 months	<b>Additional position – Auxiliary</b> <i>Subsequent changes to current job/position are bucket-driven*</i>
<b>Auxiliary ≤ 1707 hours</b> (appointed)	≤ 12 months	<b>Additional position – Casual 1 or 2</b> <i>Placement is bucket-driven*</i>
	> 12 months	<b>Additional position – Auxiliary</b>
<b>Auxiliary &gt; 1707 hours</b> (appointed or accrued)	≤ 12 months	<b>Additional position – Auxiliary</b>
	> 12 months	
<b>Regular</b> (recurring or part-time)	≤ 12 months	<b>Additional position – Auxiliary</b>
	> 12 months	

\*“**Bucket-driven**” changes depend on hours worked in the bucket. All changes happen in the pay period following accrual of:

- **1000 hours or less:** Casual 1
  - **> 1000 to 1707 hours:** Casual 2
  - **> 1707 hours:** Auxiliary
- All of the hours an employee works in multiple NASA Casual or Auxiliary appointments contribute to one bucket.
  - In accordance with the Collective Agreement, the bucket empties when the employee’s service is broken (ie: employee has not had any NASA work, including Regular, for the past 4 months).
  - Time worked in an Auxiliary appointment concurrent with a Regular appointment has no impact on service date.
  - **Overtime hours** worked as a **Casual** or **Auxiliary** have **no** impact on service date when assuming a Regular appointment.
  - **Overtime applies when** the combined total hours worked is greater than full-time equivalent hours. **Overtime rates are paid by the department in which the employee works the overtime hours.\*\***

**\*\*NOTE:** During the recruitment / interview process, **internal applicants** should be asked to disclose their **current** employee type / status so that the hiring supervisor / Department is fully aware of any **additional costs that may be incurred** (ie: over-time), **prior** to making their hiring decision.