PROVINCIAL COUNCIL FORM 3-7

REQUEST TO EMPLOY A TEMPORARY SALARIED EMPLOYEE, A DAILY RATED WORKER OR A CONTRACT EMPLOYEE

NAME OF PROPOSED EMPLOYEE: _____

(Person is to complete a Job Application (PC Form 3-2), which is to be attached)

IS THE PERSON TO BE EMPLOYED IN AN ESTABLISHED POST: YES ☐ **NO** ☐

IF YES, PLEASE PROVIDE THE FOLLOWING DETAILS:

POST TITLE: _____

_____

POST NO: _____ **POST LEVEL/SCALE:** _____

(Please attach a copy of the approved job description form)

IF NOT AN ESTABLISHED POST, PLEASE PREPARE DRAFT JOB DESCRIPTION AND ATTACH TO THIS REQUEST FORM

REASONS WHY IT IS NECESSARY TO EMPLOY THIS ADDITIONAL STAFF MEMBER:

_____

_____

_____

_____

HOW WAS THE PROPOSED EMPLOYEE SELECTED?

_____

_____

_____

IS THE PERSON TO BE EMPLOYED AS A (Place a cross in the appropriate box)

TEMPORARY SALARIED EMPLOYEE ☐ (generally applicable where there is an established position and a person is required to cover the absence of an officer on leave or to fill a temporary vacancy pending recruitment action– **maximum period of employment is 6 months-an approved financial visa is to be attached to this Request Form**)

DAILY RATED WORKER ☐ (Applicable where there is no established position and the work to be performed by reason of its temporary, fluctuating or special nature does not warrant the employment of a permanent officer – maximum period of employment is 3 years – **an approved financial analysis report is to be attached to this Request Form for proposed periods of employment in excess of 6 months)**

CONTRACT EMPLOYEE ☐ (Applicable where it is necessary to employ **short term specialist services**; generally where there is no established position and where it is inappropriate for a person to be employed on a permanent basis – **maximum period of employment is 6 months-an approved financial analysis report is to be attached to this Request Form.)**

Note: If it is proposed to employ the person as a contract employee, please complete an Agreement of Service which is to be duly signed by the Secretary General and the contractor and attach to this Request Form.

PROPOSED PERIOD OF EMPLOYMENT: FROM _____ TO _____

NOTE: EMPLOYEE MUST NOT COMMENCE DUTY PRIOR TO OBTAINING THE APPROVAL OF THE PC

PROPOSED SALARY LEVEL: VT _____)

CERTIFICATION

I hereby certify that:

(1) The employment of this person is essential for the Provincial Council to maintain an adequate level of service delivery to our clients;

(2) Funds are available to cover the cost of salary for the full period of the proposed period of employment; and

SECRETARY GENERAL

Name of Secretary General: _____

Signature: _____

Name of Provincial Council: _____

Date: _____

PRESIDENT

I support the Secretary General's request.

Name of President: _____

Signature: _____

Name of Provincial Council: _____

Date: _____

Approved: Yes ☐ No ☐ (Place a cross in the appropriate box)

Advised of Decision on: _____

Temporary Salaried Employee or Daily Rated Worker Job Offer Letter issued and a copy forwarded to the Applicant on: _____

OR

Signed Agreement of Service (for contract employee) forwarded to Provincial Council on: _____