

LETTER OF UNDERSTANDING #25

between

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

and

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS LOCAL 5555**

Casual to Permanent Hiring Process

1. A new casual will work seventy (70) days in the current and/or previous school year before being eligible to enter a Casual Probation Period. For the purpose of this LOU, a school year will be based on the contract year, September 1 to August 31.
2. Once completed the seventy (70) days, and if not currently under performance review as outlined in Letter of Understanding #12, and no letter of expectation, reprimand, suspension, or any other disciplinary action is on file, the employee may complete the Casual Probation Period application. Application to complete the Casual Probation Period is employee-initiated.
3. Once Human Resource Services has verified the application, the employee will receive an email confirmation which then starts the Casual Probation Period. The day the employee submits the application, as long as the criteria above in #2 have been met, will be the date their sixty (60) shifts worked will be counted from.
4. The Casual Probation Period consists of sixty (60) days worked.
5. For those employees who commence an approved leave of absence prior to completing either their seventy (70) days or their sixty (60) days probation, any days worked prior to the start of the approved leave will be credited to their total count upon their return to work. For the purpose of this LOU, an “approved leave” is one that was approved in advance of the leave by Human Resource Services.
6. The calendar day following the completion of the Casual Probation Period will be the Casual Probation Date for hiring purposes only. For example, if February 16th is the 60th day worked, February 17th will be the casual probation date.
7. When applying for a job posting, the employee is responsible to enter their Casual Probation Date on the job posting application. Failure to do so will automatically exclude them from being considered over other casual staff.
8. When no permanent, qualified, eligible employee applies to a job posting, the employee with the

earliest Casual Probation Date, that meets all the minimum qualifications, and has applied to the actual posting, will be automatically awarded the position, if that position is band six (6) or lower. For band seven (7) and higher positions an interview will be required, and the top three (3) eligible, applicants based on their Casual Probation Dates will be shortlisted. The Employer will consider the relevant qualifications, experience, knowledge, skills, and ability of the applicants to perform the normal required work. Where the outcome of the interviews are relatively equal, the casual with the earliest Casual Probation Date will be awarded the position.

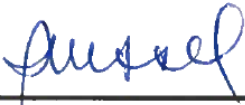
9. The successful candidate will then enter the sixty (60) days probationary period before acquiring seniority rights as outlined in Article L8.02.
10. Both parties agree that this process will be implemented as of Monday October 16, 2023.

Dated at Peterborough, Ontario this 10th day of August 2023.

Kawartha Pine Ridge District School Board



Chairperson of the Board



Director of Education

**The Canadian Union of Public Employees,
Local 5555**



President



Vice-President