Public Service Employment Act and Regulations

**The most common reasons for proceeding with temporary staffing are (but not limited to):**

Backfilling vacancies when the incumbent is temporarily absent (e.g., leave, temporary assignment to another group or organization, etc.)

Meeting temporary business needs and/or work on short-term projects

Fluctuating workloads, short-term unforeseen and urgent operational needs

Learning, training and career development opportunities and/or to support the acquisition and transfer of knowledge and expertise

**Temporary Staffing Options**

[**Assignment**](http://iservice.prv/eng/hr/staffing/topics/staffing-actions/assignment.shtml)

[**Student Employment**](http://iservice.prv/eng/hr/staffing/topics/staffing-actions/student-employment.shtml)

[**Interchange Canada**](http://iservice.prv/eng/hr/staffing/topics/staffing-actions/interchange.shtml)

[**Part-Time Worker**](http://iservice.prv/eng/hr/staffing/topics/staffing-actions/part-time-worker.shtml)

[**Casual**](http://iservice.prv/eng/hr/staffing/topics/staffing-actions/casual-employment.shtml)

[**Term**](http://iservice.prv/eng/hr/staffing/topics/staffing-actions/term-employment.shtml)

[**Secondment**](http://iservice.prv/eng/hr/staffing/topics/staffing-actions/secondment.shtml)

[**Acting**](http://iservice.prv/eng/hr/staffing/topics/staffing-actions/acting.shtml)

Can be re-employed (if they continue to meet the criteria of the program)

Priority Clearance is NOT required

Are paid through non-salary funds

NOT subject to merit and recourse

Can be hired upon completion of their studies into term or indeterminate positions

**Need more information?** Contact your HR Advisor by submitting a request in the [Human Resources Service Centre (HRSC)](http://hrsc-csrh.prv/)

Rotational actings can allow for learning and development opportunities, when appropriate

Priority Clearance is NOT required

Acting appointments of 4 months or more are subject to merit and recourse

Non- EX acting appointments of 12 months or more must be approved by the ADM.

Non-EX acting appointments of 36 months or more must be approved by the DM

EX acting appointments of 12 months or more must be approved by the DM

For more information, consult ESDC’s [Guidance on Staffing](http://iservice.prv/eng/hr/staffing/managers_corner/direction/guidance-staffing.shtml)

Can be hired quickly, provided the individual has the necessary security clearance

Not considered as employees under the Public Service Employment Act and are not eligible to apply on an internal appointment process

No flexibility for extension beyond 90 working days in the same department and calendar year

Potential option to hire former or retired employees to fill temporary vacancies

Are paid with salary dollars

Priority Clearance is NOT required

NOT subject to merit and recourse

Supports the acquisition and transfer of knowledge and expertise

Contributes to an enriched understanding of how the core public administration functions and a better understanding of the business of other sectors

Fosters the professional and leadership development of participants

Employee returns to substantive position or a position at the same salary level

Priority Clearance is NOT required

NOT subject to merit and recourse

Example: The weekly hours of a person hired to perform the duties at the CR-04 level, who is ordinarily required to work 37.5 hours, would be 12.5 hours

Can be hired quickly, provided the individual has the necessary security clearance

Not considered as employee under the Public Service Employment Act and are not eligible to apply on an internal appointment processes

There is no maximum allowable time limit for how long a part-time worker can be employed within a department

Priority Clearance is NOT required

NOT subject to merit and recourse

Should not be used as a substitute probationary period for indeterminate staffing

Priority Clearance is required

Subject to merit

Internal appointments are subject to recourse

A term may be deployed

The duration of the term may be extended for another specified period.

Such an extension is generally NOT subject to merit and recourse

Does not affect an employee’s tenure, salary or classification

Employee maintains his/her substantive position

Priority Clearance is NOT required

NOT subject to merit and recourse

Does not affect an employee’s tenure, salary or classification

Employee maintains his/her substantive position

Priority Clearance is NOT required

NOT subject to merit and recourse

A person who is not ordinarily required to work more than one third of the normal scheduled daily or weekly hours of work established for persons doing similar work

Temporary employment for a specified period that may not exceed 90 working days in one calendar year in the same department.

Temporary employment with a fixed duration (start and end date), whether full-time, part-time or seasonal

Internal

External

Advertised

Non-Advertised

Deployment

Hiring of Former Students

Post-Secondary-Recruitment

Interchange Canada is a developmental program that facilitates the temporary assignments of employees between the core public administration and other public, not-for-profit, or private sectors

Temporary employment of a person hired under an approved Treasury Board student employment program.

Federal Student Work Experience Program (FSWEP)

Research affiliate Program (RAP)

Co-operative (COOP) Education and Internship Program

Temporary appointment of an employee to perform the duties of a higher position

Types of Acting:

Less than 4 months

Or

4 months and more

(Advertised or Non-advertised)

Temporary movement of an employee **within an organisation / department** to perform the set of duties or functions of another position or to take on a special project

Cannot result in a promotion or extend an employment period

Temporary movement of an employee **to another organisation / department** to perform the set of duties or functions of another position or to take on a special project

Cannot result in a promotion or extend employment period