



## Request for Approval to Hire a Casual

### Casual Position Information

#### Description of Duties

#### Knowledge, Skills, and Abilities (KSA):

#### Education and Years of Experience Required:

Job Title: \_\_\_\_\_

37.5 Hrs/wk	Shift work	Full Time	UNW	Criminal Records Check
40 Hrs/wk		Part Time	EXC	Immunization Records

Scheduled Hours - Casual employees are required to work scheduled hours. Please use the space provided below to outline the hours of work the employee will be assigned per day (i.e. Monday to Friday 8:00am to 3:00pm, Tuesday to Friday 8:30am to 5:00pm or Monday to Friday 1:00pm to 4:00pm, etc.) and total hours to be worked per week.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Casual employees must be hired for a period not less than five (5) days and not to exceed six (6) months of continuous employment in any particular department, board or agency. The five (5) day minimum shall not apply to casual employees who are Health Care Practitioners under Appendix A10.

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor Title and Position #: \_\_\_\_\_

### SAM Financial Coding (all fields must be completed)

Account: _____	Department Code: _____
Fund Code: _____	Program Code: _____
Operating Unit: _____	Class Field: _____

OR OR Coding (if applicable): \_\_\_\_\_

### Approval to Hire

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Delegated Signing Authority

\_\_\_\_\_  
Date

### Applicant Data

Applicant Name: \_\_\_\_\_ Affirmative Action: \_\_\_\_\_

Send Resumes  
with Applicable  
KSA's: