

Job Posting: Posting Detail

**Posting:** S18077      **Description:** Payroll Specialist  
**Start Date:** 01-May-2019      **End Date:** 14-Dec-2020  
**Closing Date:** 23-Apr-2019

Position	Location	Category	Assignment Type	Hours	Rate of Pay
Payroll Specialist	<a href="#">Payroll Department</a>		Temporary Posting	35.0000	26.7000

- **Hours:** 35 per week on a 12 month basis.
- **Additional Information:** Temporary to December 14, 2020, or return of incumbent. Actual start date is to be determined.
- **Wage Rate:** Level 12 as per the Classification and Wages Schedule of the current Collective Agreement.
- **Hours of Work:** To be arranged with **Supervisor**.
- **Probationary/Trial Period:** When applicable, there will be a three (3) month probationary/trial period.

**Regular Employees Please Note:** As per Article 16.09 of the CUPE Local 606 Collective Agreement “Providing they are qualified, regular employees may be temporarily appointed with their consent, to a position for a specified term not to exceed (8) continuous months. Upon completion of the temporary assignment the employee shall return to his/her regular position with no loss of seniority. In making temporary appointments the senior qualified employee will be selected on the basis of the skill, knowledge and ability required for the position. The Employer agrees to consult with the Union with respect to the manner in which regular employees will be notified that specific positions are available.”

**APPLICANTS - PLEASE NOTE: It is YOUR responsibility to:**

- Include with your application form all relevant information that you wish to be considered (e.g. resume, letters of reference, current proof of keyboarding skills, etc.)
- Ensure you have received your confirmation email and number
  - Testing may be required in order to determine that an applicant meets the posted qualifications
  - Only applicants appointed will be individually notified of posting results
  - The name of the successful applicant will be published on the job Posting Results notice
  - This is an internal posting available to members of CUPE Local 606

**PROBATIONARY/TRAIL PERIOD: When applicable, there will be a three (3) month probationary/trial period.**