

## 1.0 Introduction

A Member of the House of Assembly may need to engage a temporary replacement for a Constituency Assistant due to vacation, illness or other reasons which the Speaker deems to be acceptable.

## 2.0 Purpose

The guidelines are developed to ensure consistency and appropriateness in the hiring of replacement workers.

## 3.0 Temporary Replacements for Constituency Assistants

- A Member may hire a temporary replacement when the regular constituency assistant is on sick leave or vacation for a period of one day or longer.
- On-the-job training may be provided for up to 2 days for Members whose Constituency Assistants work in constituency offices which are not located in designated caucus areas and for up to 1 day for Members whose Constituency Assistants work in constituency offices in the Confederation Building. Members should make best efforts to re-hire the same individual to act as replacement staff in order to reduce the on-the-job training days required.
- The prior approval of the Speaker should be obtained, where practical.
- The Member must complete the required payroll form, available at Corporate and Members' Services Division, and forward to:
  - Sandra Mitchell-Cooney  
Manager, Human Resources Services and Payroll Administration  
Corporate and Members' Services Division
- The form should indicate the number of days for which a replacement is expected to be required.
- If the prior approval of Speaker is not possible, the Member must complete the required form as soon as possible and forward to the Corporate and Members' Services Division so that the replacement worker can be placed on payroll.
- The replacement Constituency Assistant will start at **Step 1 of the PS04 Pay Scale and** will be paid through normal payroll process. (Note: Depending on the payroll period cutoff dates, the employee may have to wait up to 3 weeks to receive first payment.)

## 4.0 References

Subsection 26(5) of the *House of Assembly Accountability, Integrity and Administration Act*.