

Know Your Rights

A Guide for Temporary Employees at CBC

Your Questions Answered



www.cmg.ca

What kind of Temp Am I?

There are 3 kinds of temporary workers at CBC.

1. -13 Temporary Contracts
2. +13 Temporary Contracts
3. Contract Workers

What's the difference between those designations?

-13 Temporary worker

- Hired to replace an absent employee for a term of less than 13 weeks
- Hired to work on a project of less than 13 weeks in duration

+13 Temporary Worker

- Hired to replace an absent employee for more than 13 weeks (secondment, parental leave, sick leave etc). Also known as backfill
- Hired for special projects of more than 13 weeks in duration (Olympics, Elections, program development)

Contract Workers

- Hired for a defined project



Access to the healthcare you need isn't always straightforward when you are a temporary worker. We are here to help you navigate your questions and concerns. Please reach out to us at anytime for any reason. You can email info@cmg.ca or you can find the list of the staff representatives here: <https://www.cmg.ca/en/contact/staff/>



If you are ever unsure, get in touch with a staff rep by emailing info@cmg.ca

Frequently Asked Q's

Accessing your Benefits

How do I qualify for benefits?

Access to benefits is different between a +13 and a -13 Temp worker.

Benefits for a long term +13 Temp worker are a little more straight forward. You qualify for dental and sick-leave benefits and vacation.

You must complete a 13-week qualifying period for supplementary healthcare.

If you're a short term - 13 Temp, then it can be a little trickier to obtain and stay on benefits.

- To qualify for sick leave and supplementary healthcare you need to work 29 hours of straight time per week for 13 straight weeks.
- Once you've qualified for benefits, you must work a minimum of 58 hours over each 2-week pay period to maintain benefits.
- All authorized paid an unpaid leave count toward the minimum hours needed to qualify for and maintain benefits.
- Once you have qualified for benefits, you don't need to requalify again if: you don't have a period of more than 13 weeks without any work in a CMG Position and you maintain 58 hours of work over each week pay period.

Are statutory holidays included as part of the 29-hour qualification period?

Yes, as it is considered authorized leave

What is authorized leave?

It is any leave that has been approved by a manager. This includes annual leave and sick days, unpaid or paid.

If you want time off without pay, make sure you ask your manager for approval and get it in writing. Otherwise, it may not count.

During the initial 13-week qualification period, annual leave will only be counted towards the qualifying hours, if the leave was applied for and authorized prior to the qualification period.

What happens if I don't qualify for benefits?

You receive 12.5% premium on each pay. If you do not see this on your pay, contact shared services and a local union representative.

How do I earn Vacation?

-13 Temporary workers earn pay in lieu of vacation. This is included as a 12.5% premium that will show up on each pay.

+13 Temporary workers earn vacation days at a rate of 1.25 vacation days per month

Your Working Conditions and Terms

Click here for your collective agreement:

[CMG-CBC Collective Agreement](#)

CBC Contact

If in doubt of whether you will qualify for a certain benefit, contact Shared Services **(1-866-999-7888)** **BEFORE** you go and get that dental work/physio/new glasses etc. to see if you qualify for the time period in question

Benefits and Leave

Can be complicated when you're a Temp

Are my benefits cut off immediately if I fall below 58 hours in a pay period?

No. Due to some lags in the systems, you are covered for the pay period in which your hours dipped below 58. The pay period immediately following this is when your benefits will be suspended.

Remember that overtime hours are not included towards your 58 hours needed bi-weekly to qualify.

Is a pay period just any two-week period?

No. A pay-period is distinct in terms of dates and is a specific two-week period. Know your pay-periods; you can find this info on your pay stub.

What happens to my benefits if my qualifying hours fall below minimum amount?

Your benefits will cease until your next pay period that you work the minimum number of hours.

Do I have to re-qualify for benefits if my benefits lapse for more than 13 weeks?

Yes - You will have to go back through the 13-week qualifying schedule. You will not have to re-qualify though if you work shifts in that time period but not enough to obtain benefits. You do not need to requalify if your benefits lapse for less than 13 weeks.

Do I have emergency leave and does it count towards my minimum hours?

Yes, to both. This is called special leave and must be applied for. It pertains to emergency child or parental or spousal care as well as bereavement leave and personal matters.

How do I even know if my benefits are active?

Call or email Shared Services 1-866-999-7888 shared.services@cbc.ca
You can also check your paystub on My source and see if you have that extra 12.5% added on.

Is there such a thing as a sick day?

Yes! If you are at receiving benefits, you are eligible for paid sick days. There is upcoming legislation that will require sick leave for all employees. Be sure to sign your union card here: [Get your Membership Card | CMG](#) and update your contact information with the guild. That way you will receive an update from us once this legislation takes effect.



Note: Short Term Disability leave will only cover up to the end of your short term contract. I.e. If you have 7 weeks left in your contract, then that is how much STD you will have access to.



What happens if I have a medical appointment?

If you need to schedule an appointment or have one scheduled for you on a day that you work; do the following:

Send an email to your supervisor/manager and scheduler.

They will approve the leave in writing. Save this on a computer outside of CBC servers in case we need it in the future.

If possible, schedule your appointments outside of working hours.

Do I have Maternity/Parental Leave?

This can be specific to how long you have been engaged by CBC.

If you are planning on taking parental leave, please get in touch with a Staff Representative at the Guild (info@cmg.ca) as soon as possible before you go on leave.

Should I keep copies of all of my leave requests?

Yes! Managers can leave or not keep a copy of your approved request. The documents can be very important in conversion requests, or benefit access.

Short Term Disability

How much am I paid?

This information is contained in your collective agreement on page 299. See above for the link.

STD basic benefits based on length of service for a period of up to 85 days:

Continuous Service	At 100% Basic Salary	At 66.2/3 % Basic Salary
3 months to 1 year	10 working days	75 working days
1 year to 2 years	20 working days	65 working days
2 years to 3 years	30 working days	55 working days
3 years to 4 years	40 working days	45 working days
4 years to 5 years	50 working days	35 working days
5 years to 6 years	60 working days	25 working days
6 years to 7 years	70 working days	15 working days
7 years or more	85 working days	

For How Long?

The STD entitlement is 10 days at 100% and 75 days at 66 2/3% at the salary of the last position occupied by the employee before proceeding on sick leave during the period they had been assigned to work

The payment of Short-Term Disability is based on continuous service. However, STD benefits shall not have the effect of extending the temporary employment beyond its scheduled termination date. If you have not qualified for benefits you should qualify for EI Sick leave.

If this were to happen, you can apply to EI sick leave here: [EI Sickness Benefit - Apply - Canada.ca](#)

Do I have to Pay for Doctors notes?

The cost of doctors notes are reimbursed by the corporation up to \$25.00. If the documentation is requested, the corporation will cover the full cost.

Looking to Retirement

Pension Options



Can I receive a pension as a temp?

For -13 Temps, once you work 29 hours of straight time per week for 13 weeks, you will receive an amount in lieu of the corporations pension plan that is equivalent to their current employee contributions.

For +13 Temps and Contract workers, you have access to the corporations defined benefit pension plan once you have been engaged for two consecutive years.

If you elect to enroll in the pension plan; the in-lieu of pension amount on your pay will be directed into the plan.

CBC's defined benefit pension plan is one of the best pensions in Canada. We always advise that you enroll.

Wait, I thought I can convert after 18 months as a long-term temp?

Some temporary workers are engaged continuously for over two years as they have taken on temp work in a variety of different positions within CBC.

What is a defined benefit pension plan?

It is a retirement plan where benefits are guaranteed based on a formula that considers several factors, such as length of employment and salary history. To have access to full benefits, you must meet the 85 factor (age + years of service) The CBC Pension fund is a separate entity of CBC and is run separately.

Does CBC have an RRSP Program?

Yes, they do. Everyone at CBC can enroll as it funded by the employee. Contact Shared Services to sign up.

What is considered a break in service?

- A break of one week or more
- Unwilling or unable to work
- Does not include authorized leave (authorized leave in writing by your manager and not a scheduler).
- An email from your manager confirming your leave is sufficient. Keep this email on a non-CBC computer as you may need it for proof of approval in the future.



Canadian Media Guild

La Guilde canadienne des médias

CWA Canada Local 30213 / Section locale 30213, SCA Canada

CMG Staff Representatives can acquire your entire work history upon request. Contact the office at info@cmg.ca

Steps to Take Toward Becoming Permanent Staff



Permanent Part-time may not be what you want.

You may have to work every weekend, all the time. With random other days here and there.

Benefits are prorated to the percentage of full-time work you do. So, if you work 60% of a full-time role, your benefits are pro-rated to 60%.

It's not the step to permanent many temps are looking for.

Your name comes off the national and local temp lists. So, it may be harder to gain that full-time position.

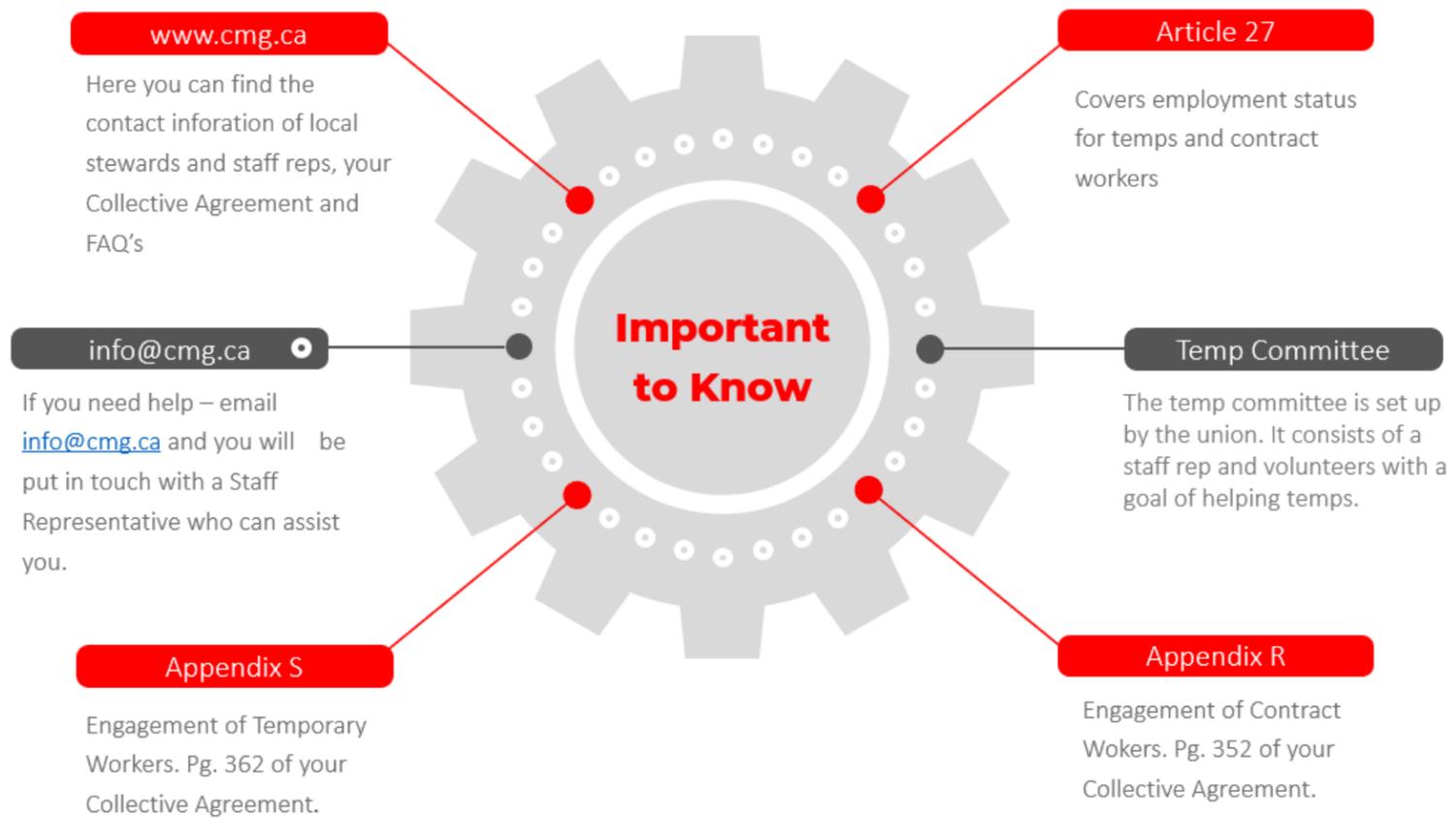
How do I convert to permanent?

You Collective Agreement outlines conversion as follows:

27.5.3

Whenever a temporary employee has been employed on a continuous basis in the same position for eighteen (18) or more months he/she will be converted to permanent status. In the case of extended Parental Leave backfill or any resulting chain of backfill, conversion may not occur at eighteen (18) months if it is determined there is no ongoing work in the same position. In the case of LTD backfill, the conversion period will be (24) months.

27.5.3(a) For the purposes of determining a temporary employee's eligibility to convert to permanent status, time spent in the same position, as opposed to classification, will be included. Authorized leave and/or time spent on a temporary upgrade or lateral assignment from the same position will be included, until the employee is converted to permanent status or until the underlying temporary assignment ends. Upgrades or assignments for this purpose are deemed to be those provided through the assignment process and exclude positions that have been posted and/or positions for which the temporary employee has applied and 73 been accepted. In addition, a break of one week or less for the purpose of this clause does not constitute a break in service.



If you believe you should be converted contact your Staff Representative at info@cmg.ca, they can help put your request into focus.

Tips on Being a Temp

The latest updates to get you through the day



Always ask questions!

Apply for Everything!

Apply for any job postings or expressions of interest in your employment with CBC. This does not hinder your employment.

It's much easier to move around and get the position you really want when you get your foot in the door.

Document Everything!

This should include any engagement letters or documents, timecards, pay stubs, schedules, etc. related to your employment.

File management is incredibly important. Your conversion to a permanent employee can rely on the information that you gather; and this information will be essential in helping to resolve any disputes over your work history and rights.

CBC's email is deleted after one year. Make sure you email yourself any important information. Keep all these files on a personal device or account.

Inquire

If you have been told you are covering for an employee on leave or you are engaged for 13 weeks or more, find out the name of the person you are replacing or the special project you are working on. If you aren't replacing anyone, or the work you are doing seems to be on-going work and not a special project, there may be an opportunity to create a permanent position you could apply for. The CBC is prohibited from engaging temporary employees to avoid filing a vacancy for a permanent job. If you are concerned you are being used this way, talk to your local union representative.

You have access to the Performance Development and Dialogue Article process.

You can have a discussion with your manager and outline how you would like to see your career to go. This can result in a plan to train you or further your employment options at CBC.

It is covered under Article 39 in your [collective agreement](#).

“Document everything and keep external copies.”

-- CMG Staff Reps

Your Local Temp and Joint Committees are a great resource.

They are comprised of local union volunteers and a staff representative. You can find out who they are [here](#).

Permanent Part-Time can be tough

Probation isn't always required.

If you are converted into a position, you are not required to complete probation as you would have to do if you applied for and was awarded the position.

CBC has a job board to help you out as well.

You can find the website here: [CBC Temps - Job Hunting \(google.com\)](#)