

DEPARTMENT OF PATHOLOGY & MOLECULAR MEDICINE

Temporary/Casual/Interim (T/C/I) positions

**Information Required-please complete in full &
email to Debra Vanderaar at dvander@mcmaster.ca**

Job Title _____

Work Location (Building & Room #) _____

Weekly Schedule
(full-time lab staff hours - 37.5 hours/week) _____

(full-time clerical staff hours - 35 hours/week) _____

Start & End Time _____

(lab staff-example-a 7.5 hour work day (37.5 hours/week) would be 9-5 with a 30 minute unpaid lunch break)

(lab staff-another option/example would be 37.5 hours/week, *unscheduled hours to be discussed with the supervisor*)

(clerical staff-example-a 7 hour work day (35 hours/week) would be 9-4:30 with a 30 minute unpaid lunch break)

(clerical staff-another option/example would be 35 hours/week, *unscheduled hours to be discussed with the supervisor*)

Start Date (day/month/year) _____

(please note T/C/I positions cannot exceed one year in duration)

End Date (day/month/year) _____

Hourly Rate* _____

(* Minimum rate for students is \$11.25/hr)

Duties/Responsibilities _____

Chartfield String _____

(Fund/Account/Department/Program Code/PC Business Unit/Project)

Job Posting End Date (if being posted) _____

Name of Candidate & Email Address (if you know who you want to hire) _____

Faculty Supervisor _____

- Attach a detailed job description for positions that are to be posted
- **Please for your budgeting purposes add 13.85% for Fringe Benefits costs to the hourly rate (NOT OPTIONAL)**

**Example \$11.25/hour + 13.85% = \$12.81/hour is the cost to the supervisor
13.85% includes 4% vacation pay**

Please be aware that T/C/I candidates are required to complete timesheets for submission every other week and must have these approved by obtaining their supervisor's signature prior to submission-timesheets will be provided to candidate's when hired

If more than one candidate is being hired this form needs to be completed for each candidate