



## FOR NEW EMPLOYEES

# Auxiliary Appointments Explained



Where ideas work

### What does it mean to be an auxiliary?

[Auxiliary appointments](#) are temporary work assignments for out-of-service employees (or in-service employees who are already on an auxiliary appointment). An example might be a park ranger or aquatic biologist hired to do seasonal work or a project manager hired for the duration of a specific project.

Auxiliary appointments can be to either union or non-union positions. Being auxiliary refers to the nature of it being a *time limited appointment*, not to the position's classification or whether it belongs to a union or not.

Note: you might hear the terms “included”, “bargaining unit” or “union” employees. They all refer to the same thing: employees whose positions belong to one of the 3 main unions in the BC Public Service (BC Government and Service Employees' Union (BCGEU), the BC Nurses' Union (BCNU), and the Professional Employees Association (PEA)).

Similarly, you might hear both “excluded” and “non-union” to refer to those positions in the BC Public Service which don't belong to a union.

### Am I eligible for paid vacation and sick time?

Auxiliary employees are paid vacation pay (6% of regular earnings) on top of their regular pay instead of receiving paid time off. They can, however, choose to take up to 15 days off without pay after they've worked a period of 6 months. Once they've worked 1827 hours in 33 pay periods, auxiliary employees are eligible for paid vacation time.

Auxiliary employees, both included and excluded, are eligible for paid leave if they become ill, (60% of normal average earnings), once they have accumulated 400 auxiliary hours. However, this benefit has a waiting period of seven calendar days on each occasion of illness. This means that benefits will be paid starting on day eight of being sick. For complete details, refer to article 31.8 (Weekly Indemnity) of the [BCGEU Main Agreement](#).

### Am I eligible for health benefits?

Auxiliary employees receive [an allowance](#) in lieu of health and welfare benefits. They are eligible to enrol in their respective health benefit plan once they've completed 1827 hours of work in 33 pay periods with the same ministry. For specific details on [Benefits for Bargaining Unit Employees](#) and [Benefits for Excluded Employees](#), refer to the two webpages detailing those benefit plans.

Note: Auxiliary employees, who belong to the BCGEU only, are eligible for health benefits once they have worked three consecutive years with the same ministry without a loss of seniority and have 1200 hours of straight-time in the past 26 pay periods. These employees are eligible for extended health, dental and life insurance.



## **Am I eligible for employer paid maternity/parental leave benefits?**

Auxiliary employees are not eligible to receive maternity/parental leave top up payments offered as a benefit to regular employees. Your leave is per the BC Employment Standards Act

## **As an auxiliary employee, do I contribute to the Public Service Pension Plan? Or why are these deductions suddenly coming off my paycheque?**

Auxiliary employees start contributing to the Public Service Pension Plan once they have earned a salary that exceeds 50% of the [year's maximum pensionable earnings](#) (YMPE) in any calendar year. The amount is set by the Government of Canada. For example, the maximum pensionable earnings amount for 2020 was \$58,700. So once an auxiliary earned over \$29,350 in 2020, they would start contributing to the Public Service Pension Plan and would see "Superannuation Plan" deductions start to come off their paycheque.

Note: Employees who are active members of the Public Service Pension Plan and meet the eligibility criteria can [purchase service](#) for periods when they didn't make pension plan contributions in order to increase their pension. This includes the period of time auxiliary employees work before they meet the 50% threshold stated above. Deadlines and conditions apply.

To learn more about your pension, [visit MyHR](#).

## **Do I have to serve a probation period?**

Auxiliary employees are subject to probation in just the same way as regular employees are. Read more about the [probationary period](#).

## **Will I have performance reviews?**

Auxiliary employees participate in performance reviews in just the same way as regular employees. Read more about [performance reviews](#).

## **Am I eligible for the Pacific Leaders program?**

Auxiliary employees are not eligible to apply for Pacific Leaders scholarships.

## **When can I apply on other jobs such as internal postings, Temporary Appointments (TA's) etc.?**

Auxiliary employees can apply on other [out-of-service auxiliary](#) and [regular](#) government postings at any time. After working more than 30 days (210 hours), they are eligible to apply on in-service or [internal](#) job postings.

To be eligible to apply on [TAs](#), auxiliary employees must first successfully complete the probationary period for their current job. Then, if they compete on a TA and are the successful candidate, the TA is converted to a new auxiliary appointment. It's important to be aware that if your current term has not ended and you take a new auxiliary appointment, you must resign your current auxiliary term which means you lose all hours earned towards benefits (if it's with the same ministry) and service and classification seniority.



## When do I stop being an auxiliary and become a regular employee?

Auxiliary employees who have worked 1827 hours in 33 pay periods and who's work is of a continuous full-time or continuous part-time nature, become eligible for consideration for conversion to regular status the following month after reaching 1827 hours. However, conversion to regular status is the exception rather than the norm. In most cases, auxiliary appointments are terminated before reaching 1827 hours or reach 1827 hours but are nevertheless deemed to still be temporary in nature.

For example, if an auxiliary employee is hired to cover a 52-week maternity/parental leave but the person on leave decides they want to take additional time off, the auxiliary employee would not qualify for conversion to regular status as their term would end once the employee returns from their leave.

The decision to convert an auxiliary appointment to permanent status rests with the Deputy Minister.

Included auxiliary employees who belong to the BC Government and Service Employees' Union (BCGEU) can find more detailed information on seniority, layoff and recall related to being an auxiliary in the [BCGEU Main Agreement](#) under articles 31.3 (Seniority), 31.4 (Loss of Seniority) and article 31.5 (Layoff and Recall).

## Once my auxiliary appointment ends and I'm on recall status, how do I apply for internal job postings without an IDIR?

When your auxiliary position ends, your internal profile in the Recruitment Management System (RMS) will automatically switch to an external profile. If you provided a personal email address in [Employee Self Service](#). Your personal email address will then become your login ID to access your RMS account.

If you did not enter a personal email address into Employee Self Service before your auxiliary appointment came to an end, you will need to send it to [BCPSA.Hiring.Centre@gov.bc.ca](mailto:BCPSA.Hiring.Centre@gov.bc.ca) and your email will be attached to your profile. Once this is complete you will receive an email asking you to reset your password and you'll gain access to the RMS system to view and apply on internal job postings.

Note: Excluded auxiliary employees don't have recall rights once their position ends; they are considered terminated, at which point access to RMS and internal job postings also ends.

## What other things do I need to know about being an auxiliary?

ProPASS is a transit bus pass program offered to BC Public Service employees located in Victoria and Kamloops whereby the cost of the transit pass is deducted automatically from the employee's paycheque. Auxiliary employees in Victoria who can commit to the ProPASS Program for one year are eligible to sign up.

More information can be found on [ProPASS Victoria](#) or [ProPass Kamloops](#) on the MyHR website.

Note: Cowichan Valley and Greater Vancouver are not part of the ProPASS program.

\*This FAQ is meant to simplify and present in a straightforward way some of the key topics of interest to auxiliaries at the start of their careers with the BC Public Service. In the case of a discrepancy between information in this document and language contained in any of the BCGEU Main Agreement, other Collective Agreements, the Core Policy and Procedures Manual or Benefits Guides, the official document takes precedence.

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