





## Wild Rose Public Schools

### 2011/2012 Casual Employment Information Support Staff Casual List

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#### **Teaching Assistants / Administrative Services / Library Tech:**

- Complete the Support Staff Casual List **Application form**
- Attach the **Criminal Record Check** (R.C.M.P. or Police) – it must be recent (within six months), must include a Vulnerable Sector Query; submit the **original** (can be returned)
- Attach the **Intervention Record Check** (available from a Provincial Child Welfare Office) – it must be recent (within six months); submit **original** (can be returned)
- Attach a photocopy of **Social Insurance Card** – copy must be dated and verified by School Office staff or Division Office staff stating that original card has been viewed.
- Attach a photocopy of **Birth Certificate** - copy must be dated and verified by School Office staff or Division Office staff stating that original card/document has been viewed.
- **Direct Deposit form** – sign, date, and attach VOID cheque – form included - **MANDATORY**
- Rate of pay is \$15.83/hr

#### **Casual Caretakers/Casual Maintenance Workers:**

- Require all of the above plus a copy of WHMIS card (WHMIS training is available – call the Maintenance office at (403) 845-2203 or 1-877-745-2203)
- Rate of pay is \$15.87/hr for Casual Caretakers
- Rate of Pay is \$20.13/hr for Casual Maintenance Workers

#### **General Information:**

- The Support Staff Casual lists are a shared use report sent out monthly (on or about the 8th) to all locations. Casual Support Staff cannot be booked unless their name appears on this list.
- The only information provided to the schools is the potential employee's name, town of mailing address, phone number.
- These lists do not show qualifications or experience.
- The individual looking for a position is welcome to make an appointment with the school's principal/location supervisor to make contact and discuss experience, skills, etc.
- Each school/location books from the approved casual list only.
- If called to work, a timesheet is completed for each location
- Position is "Casual TA", "Casual Caretaker", "Casual Maintenance", etc.
- Leave these timesheets with the school's (or location) office for approval and coding. The school will send the timesheet to the payroll department.
- Cut off for casual timesheets is always the 3rd of the month. Payday is the 10th.
- **IMPORTANT! If you have not worked during a full school year, your name will be removed from the list and you will need to re-apply.**

Postings for full-time and part-time positions can be found in the local papers, our website [www.wrsd.ca](http://www.wrsd.ca), school bulletin boards or at division office. Apply as directed in the posting – applications without a Competition Number will not be considered.

For any questions regarding the Support Staff Casual List please contact Joanne Lewis at Division Education Centre 403-845-3376 or 1-800-771-0537 or [joanne.lewis@wrsd.ca](mailto:joanne.lewis@wrsd.ca)



**Wild Rose Public Schools**

**Direct Deposit Account Notification  
Support Staff Casual List**

Employee Name: \_\_\_\_\_

School/Location: **Support Staff Casual List**

**You are hereby authorized to deposit my net pay directly to the bank account as identified below:**

\_\_\_\_\_  
**Employee signature**

**COMPLETE EITHER PART 1 OR PART 2**

**PART 1**      Staple pre-printed blank deposit slip or voided personalized cheque here (*PREFERRED*)

**OR**

**PART 2**      Have your bank complete the following:

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

\_\_\_\_\_

Bank No.: \_\_\_\_\_

Bank Transit No.: \_\_\_\_\_

Account No.: \_\_\_\_\_

Printed Name of Bank Employee: \_\_\_\_\_

Signature of Bank Employee: \_\_\_\_\_

**\*\* RETURN IMMEDIATELY TO THE ATTENTION OF PAYROLL DEPARTMENT \*\***

***PAYROLL DEPARTMENT USE ONLY***

Employee # \_\_\_\_\_ Date Entered \_\_\_\_\_