

# Pembroke Regional Hospital

# MEMO

**To: All Staff**  
**From: Brent McIntyre, Vice President of Human Resources**  
**Date: January 10, 2024**  
**Subject: Casual Employees - Policy**

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We are introducing a Casual Employee Policy to enhance workforce efficiency and ensure optimal staffing flexibility. This policy ensures a responsive and competent Casual Employee pool, aligning with PRH's commitment to high-quality patient care. It aims to maintain a balance between staffing flexibility and individual availability, promoting a resilient workforce.

#### Key Points:

- **Availability and Frequency:** While Casual Employees may not work at PRH on a regular and recurring basis, and while Casual Employees have the right to decline work, the Casual Employee must be available for work with sufficient frequency to justify the continuation of an ongoing employment relationship. Casual Employees are expected to work at least one (1) shift within every six (6) month period.
- **Maintaining Competency:** Casual Employees are expected to maintain the necessary level of competency to perform their assigned tasks effectively. This includes staying up-to-date with any training, processes, or changes relevant to their role.
- **Scope:** The policy applies to non-union, CUPE, and ONA employees.

You may find the full Casual Employee policy on PolicyMedical:  
<https://prh.policymedical.net/>

If you have any questions, please reach out to your manager.