

Employee Classification

Reviewed Date		Number	<i>HR0201</i>
Revised Date	<i>January 8, 2014</i>	Approved Date	<i>December 19, 1990</i>

Introduction

N/A

Purpose

The purpose of this policy is to standardize terminology and ensure common understanding in our references to non-union employees. ONA members are referred to in their Collective Agreement.

Legislative Authority

N/A

Policy Definitions and Interpretation

N/A

Policy

All non-union employees of the health unit will be identified into one of four classifications defined in this policy.

Full and part time employees accepting a temporary or casual assignment will not affect their full or part time classification.

The terms below shall be interpreted as indicated:

- a) Full-time: An employee who normally works: seven (7) hours per day, not less than thirty five (35) hours per week, and is hired to work beyond twelve (12) months of full time employment.
- b) Part-time: An employee who is hired to work beyond twelve (12) months of employment working a predetermined work schedule of less than 35 hours per week.
- c) Temporary: An employee who is hired to either replace a full or part time employee due to an absence for reasons such as but not limited to: maternity leave, adoption leave, parental leave, leave of absence, sickness and vacation; or an employee who works the equivalent regular hours of work per week for a full time or part time employee while such employee is reassigned to other duties which is generally no longer than 12 months in duration. If extended beyond 12 months, an updated employment contract is required. In the case of employees filling temporary managerial vacancies, they shall be appointed in an acting capacity.
- d) Casual: An employee who is hired to work on an irregular basis (called in as needed) and whose hours may not be predictable over an indefinite period of time or an employee hired for a pre-arranged period of time, or for a specific project, working the

equivalent regular hours of work per week of either a full-time or part-time employee and so designated at the time of hiring and/or appointment.

Procedures

The employee's classification will be stated in their Employment Contract, promotion, transfer or appointment letter.

Related Policies

HR0105 Performance Review

HR0202 Recruitment Selection Hiring

HR0403 Payroll

HR0601 Hours of Work

HR0501 Employee Benefits

Related Forms

N/A

Final Approval Signature: _____

Review/Revision History:

Revised: September 25, 1996

Revised: August 12, 2009

September 2010 Policy re-numbered – previous number B3.030

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