

Employee Classification

Reviewed Date		Number	HR0201
Revised Date	August 9, 2023	Approved Date	December 19, 1990

Introduction

N/A

Purpose

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

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 five 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 works on a replacement basis for a temporary period of time due to an absence of a permanent full-time or permanent part-time employee for reasons such as maternity leave, adoption leave, parental leave, leave of absence, sickness, and vacation. Or an employee who is regularly assigned to work the normal hours of work per week of either a permanent full-time employee (35 hours per week) or a permanent part-time employee (less than 35 hours per week) which is generally to be no longer than 12 months in duration unless an extension is granted.
- d) **Casual:** An employee who is hired to work as needed on an irregular basis and whose hours may not be predictable over either an indefinite period of time or a pre-

determined period of time.

- e) **Student:** An employee who is currently enrolled in either a secondary or post-secondary educational institution. Student compensation will be in accordance with SMDHU's applicable student categories.

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

January 8, 2014, Employee Classification clarification

November 27, 2019, Unionized employees' clarification

August 9, 2023, Casual, Temporary and Student amendments