

Employee Definitions Policy

Category: Human Resources

Approval: PVP

Responsibility: Associate Vice-President, Human Resources

Date: July 4, 1995, Last Revised January 2016

Policy Statement:

The purpose of this policy is to describe the non-academic exempt definitions of positions and employee status classifications.

1. Definitions of Positions

- (a) Regular: Continuing employment throughout the calendar year.
- (b) Recurring: Continuing employment throughout the calendar year incorporating a scheduled period of layoff of not more than four (4) months.
- (c) Contracted or Limited Term: Employment for a definite term or task.
- (d) Stand-by: Employees working under an arrangement whereby their names are maintained on a "stand-by" list and who may work or not at their discretion when requested to do so.

2. Employment Status

- (a) Full-time: Employment for thirty five (35) hours or more per week.
- (b) Half-time: Employment for at least seventeen and one half (17-1/2) hours or more per week, but less than thirty five (35) hours per week.
- (c) Part-time: Employment for less than seventeen and one half (17-1/2) hours per week.
- (d) Stand-by: Contingent employment arrangement under which an employee may work or not when requested to do so.

3. Position Descriptions and Classifications

The Department of Human Resources will provide each employee with a relevant position description, together with an outline of the classification level and corresponding salary range. At the time of hiring, the employee will be informed in a letter of appointment, of the classification, salary range and other details of the position.

Contact Officer:

Associate Vice-President, Human Resources

Date for Next Review:

January 2021

Related Policies, Procedures & Guidelines

- a) N/A

Policies Superseded by This Policy:

- a) N/A