**PURPOSE:**

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

**1. Definitions of Positions**

 **(i) Regular**

 Continuing employment throughout the calendar year.

 **(ii) Recurring**

 Continuing employment throughout the calendar year incorporating a scheduled period of layoff of not more than four (4) months.

 **(iii) Contracted or Limited Term**

 Employment for a definite term or task.

 **(iv) 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**

 **(i) Full-time**

 Employment for thirty‑five (35) hours or more per week.

 **(ii) 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.

 **(iii) Part-time**

 Employment for less than seventeen and one‑half (17-1/2) hours per week.

 **(iv) 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.