



Corporate Policy Manual

Sub Topic:	Definition of Non-Union Employee Status	Policy No.	1-01
Topic:	Employment Practices	Employees Covered:	All Regular Non-Union Full-Time & Regular Non-Union Part-Time Employees
Section:	Human Resources	Council Adoption Date:	
Effective Date:	June 6, 2000	Revision No:	Date:

Purpose

Depending on the needs of the Town, employees will fall under one of the following employee status definitions:

- Regular Full-Time
- Regular Part-Time
- Contract Employee
- Casual Employee
- Sessional/Seasonal Employee

Definitions

Regular Full-Time Employee

An employee hired in an approved budgeted regular full-time position to work the regular number of hours in the hiring department of either 35, 40 or more hours per week and who have successfully completed the probation period.

Regular Part-Time Employee

An employee hired in an approved budgeted regular part-time position to work less than 35/40 hours per week consistently and who have successfully completed the probation period.

Contract Employee

A non-permanent employee who has agreed to a written contract or employment agreement for a specific period of time for which the terms and conditions of employment are individually determined, outlined in the contract or employment agreement, and may be full-time or part-time hours.

Casual Employee

An employee hired to be available to work for periods when help is required on an “on call” or short-term basis (i.e., for a specific purpose such as replacement of an employee absent due to illness, etc.

Sessional/Seasonal Employee

An employee hired for a program session, seasonal work or summer student. With the exception of summer students who shall be terminated on completion of the summer term, seasonal and sessional employees may be scheduled according to program requirements and availability of work.

Probation Period

A regular full-time or regular part-time employee is considered to be on probation for a period of six months. If, in the opinion of the Director, following consultation with Human Resources, an employee’s probation period should be extended, said probation shall not exceed an additional three months, (administered in accordance with the Recruitment and Selection Policy No. 12.01, ‘Probation’).