

Employment classifications

Management staff

Includes: National Executive Director, permanent full-time administration staff, permanent full-time supervisory or professional staff.

Office staff

Includes all full-time, permanent part-time, hourly staff, part-time supervisory, temporary and casual hourly staff and all hourly-paid, supervisory or professional staff.

Permanent full-time

Work week - 35 hours.

Employee benefit plan - After completion of 90 days of employment.

Permanent part-time

Work week - More than 20 and less than 30 hours per week on a permanent year-round basis; paid on an hourly basis for hours worked.

Employee benefit plan - Not eligible for employee benefit plan.

Part-time

Work week - Employee working on particular program or project with a definite or approximate start and finish date; paid on an hourly basis for hours worked.

Employee benefit plan - Not eligible for employee benefit plan

Temporary casual

Work week - Anyone who may be called from time to time on a casual basis to perform a particular task or job; paid hourly.

Employee benefit plan - Not eligible for employee benefit plan

Contract or grant-funded position

Work week - Anyone hired for a particular task over a specific period of time with a defined start and finish date; this worker will be paid for the job or project at an agreed-upon rate. This includes grant-funded positions and summer camp staff.

Employee benefit plan - Not eligible for employee benefit plan

Acting appointment

An acting appointment is made when a full-time or part-time employee has been designated to perform the full duties of another position:

- In the absence of the regular incumbent who is unable to act, or on an interim basis where a position becomes vacant before a regular incumbent has been appointed
- All acting appointments will be limited to periods of less than six months unless unusual circumstances warrant a longer period
- Compensation for acting appointments will be at the minimum of the relevant pay level

A national organization agreed to post this policy on www.hrcouncil.ca as part of the HR Toolkit. Sample policies are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures for your organization

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