

HR: EMP03 – Employment Classifications

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Revised: Dec. 2016
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POLICY:

All budgeted positions within the Library will be assigned a category for the purposes of human resources administration: i.e. Payroll category, employment category and/or occupational category.

PURPOSE:

The purposes of the employment classification policy are to establish and maintain consistent employment classifications for the purpose of consistent human resources administration.

PROCEDURE:

1. At the time of creation of a budgeted position or refilling of an existing position an employment classification will be assigned according to the following categories of employment:
 - Hourly: an employee who is paid an hourly wage for hours worked. Part-time, temporary, and casual employees would normally be included in this category.
 - Full-time: a person employed for an indefinite duration who regularly works thirty-seven and a half (37.5) hours each week. All full-time employees are placed on the hourly payroll.
 - Part-time: a person employed for an indefinite duration who regularly works fewer than twenty-four (24) hours each week. All part-time employees are placed on the hourly payroll and are ineligible for benefits or LAPP
 - Temporary: a person employed for a definite duration regardless of the hours worked. The duration of a temporary assignment shall not normally exceed a period of twelve (12) months. Temporary employees are placed on the hourly payroll and benefit eligibility is available if the temporary assignment is approved to exceed three (3) months.
 - Casual: a person employed for intermittent employment on an on-call basis. Casual employees are placed on the hourly payroll and are ineligible for benefits.
 - Probationary: an employee who has not completed the probationary period.



2. Supervisory – an employee whose prime responsibility is to actively supervise the work of others and who has the authority to hire, train, appraise the performance of, discipline and release employees within their role discretion.
3. All documents, including letters of hire that change or modify any employee's employment classification shall indicate the revision and re-assigned classification. ♦

