



Policy Type: Human Resources

Policy #: HR-700-02

Approved by Council on: June 25, 2018

Human Resources – Categories of Non-Union Employees

Policy

The Town of Prescott has various categories of employment for non-union employees as outlined below.

Objective

To define employment categories for non-union employees.

Procedure

Probationary

An employee who has not yet completed six (6) consecutive months of employment with the Town, and whose continued employment is subject to satisfactory performance during the six (6) months probationary period.

A probationary employee may be dismissed for any reason at any time during this six (6) month probationary period, or at the end of the period, without notice or pay in lieu of notice except in accordance with the Employment Standards Act, 2000, if applicable.

Permanent Full-Time

An employee employed on a continuous full-time basis and regularly scheduled to work thirty-five (35) hours or forty (40) hours per week over five (5) days as defined in the employment contract. These employees are entitled to staff benefits.

Permanent Part-Time

An employee regularly scheduled to work an average of 24 hours per week or less on a continuing basis. These employees are only eligible for benefits (standard deductions) as specified by legislation, i.e. Employment Standards Act.



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Regular Part-Time

An employee who is engaged to work scheduled shifts and may be “called in” to cover unscheduled, unforeseen, or intermittent work. These employees are only eligible for benefits (standard deductions) as specified by legislation, i.e. Employment Standards Act.

Casual

An employee hired to cover unscheduled, unforeseen or intermittent work. These employees are only eligible for benefits (standard deductions) as specified by legislation i.e. Employment Standards Act.

Student

An employee who is registered and attends an educational institution on a full-time basis and is employed for the school vacation periods only. These employees are only eligible for benefits (standard deductions) as specified by legislation i.e. Employment Standards Act.

Seasonal

An employee who is hired for a temporary period to assist with duties of a periodic nature. These employees are only eligible for benefits (standard deductions) as specified by legislation i.e. Employment Standards Act.

Contract

An employee who is hired under a letter of agreement or formal employment contract to carry out special projects or duties for a specified period. These employees are only eligible for benefits as specified in the applicable employment contract and as specified by legislation i.e. Employment Standards Act.