

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 2.05.ON
Section:	Employment	Issued:	Nov. 22, 2019
Subject:	EMPLOYMENT CLASSIFICATIONS	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	HR-05
Issued by:	Community Resource Centre	Dated:	Feb 2017

1 POLICY

- 1.01 Employment Classification is used for human resources administration.
- 1.02 Employees are advised of their appropriate employment classification at the time of hire and at any time their status changes thereafter.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to establish and maintain consistent Employment Classifications for the purpose of payroll and human resources administration.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 The **Executive Director** or a designate is responsible for authorizing the assignment of Employment Category.
- 4.02 Supervisors are responsible for accurately indicating the correct Employment Category on each Personnel Change Form.

5 DEFINITIONS

5.01 Employment Category

- (a) **Full-time** A person employed for an **indefinite duration** who regularly works **[35]** hours or more each week.
- (b) **Part-time** A person employed for an **indefinite duration** who regularly works fewer than **[35]** hours each week. Part-time employees working less than **15** hours each week are ineligible for employee benefits.
- (c) **Temporary** A person employed for a **defined duration** regardless of the hours worked. Temporary employees are ineligible for employee benefits.
- (d) **Casual** A person employed on an intermittent basis. The weekly or daily hours may vary based on work needs. CRC is not obligated to guarantee work or duration of employment. Casual employees are ineligible for employee benefits.

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- (e) **Inactive** An employee who may be in receipt of benefits payment, but no pay. This category is also used for employees who are on an approved leave of absence, for whatever reason, for a period that is longer than one month in duration.
- (f) **Probationary** An employee who has not completed the Probationary Period.
- (g) **Note:** Independent Contract personnel are not considered employees of the **Community Resource Centre**. They are either self-employed or work for another organization with which the **Community Resource Centre** has contracted for their services. Contract personnel are paid via invoice through Accounts Payable; however; Contract personnel are expected to observe the relevant policies and practices of the **Community Resource Centre** when working on organization premises.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- SPP HR 2.04.ON — Probationary Period
- SPP HR 2.06.ON — Hours of Work
- SPP HR 4.11.ON — Benefits Related to Part-time Employment

7 PROCEDURE

- 7.01 All documents, including hiring documents, that change or modify an employee's Employment Classification shall indicate the revised and approved category.
- 7.02 The correct Employment Category shall be shown on all Job Descriptions and documents related thereto.