

	<b>TOWNSHIP OF SOUTH STORMONT</b>
	Title: Position Classification
	Policy Category: Human Resources - Employment
	Effective Date: December 15, 2021
	Revision:

## Policy Statement

The Township of South Stormont will outline the employment classification under which each employee will be categorized for determining employment status and eligibility for such things as fringe benefits.

## Purpose

This policy is intended to establish the employment classification categories for every member of staff.

## Scope

This policy applies to all Township of South Stormont employees (including but not limited to full-time, part-time, students, volunteers, interns) at all work locations.

## Objectives

- To define the different employment classifications at the Township.

## Policy

Categories of staff will be defined in an employee's employment contract and are based on the hours the employee is regularly scheduled to work and/or the term of the employment contract.

The Township of South Stormont will classify employees according to the following definitions:

Regular full-time: An employee who is hired to work full time hours (35 or 40 hours weekly), as set out in the employment contract, and who and is regularly scheduled/works full time hours for an indefinite period of time, and as identified in their employment contract.

Regular part-time: An employee who is hired to work less than the regular full-time hours (i.e. less than 35 hours weekly), as set out in the employment contract, and is

regularly scheduled/works less than regular full-time hours. Regular part-time employees make a commitment to be available for work on a regular pre-determined basis.

On-Call/Casual: An employee hired to work less than regular full-time hours and on no pre-determined basis. Such employees have the option to accept or refuse a shift that is offered and may be called in or scheduled to work as the need arises and as they are available.

Fixed Term/Contract: An employee hired for a specific limited period of time. Extension of a fixed term employment contract beyond the original end date is conditional on the approval of the CAO.

Student: An employee who is enrolled in a secondary or post-secondary institution on a full-time basis during the academic calendar year. Full-time attendance does not include a requirement regarding the number of courses being taken.

All employees shall receive a written outline of the terms of their employment within an employment contract.

## **Monitoring and Compliance**

All parties are required to comply with the procedures outlined in this policy. In cases of policy violation, the Township may investigate and determine appropriate corrective.

## **Authority and Related Policies**

Hours of Work and Overtime

## **Contact**

For more information on this policy, contact: Chief Administrative Officer