Benefits Related to Part-Time Employment Policy



1. **Policy statement**

Part-time employees are subject to similar terms and conditions of employment as full-time, non-union employees. Where insured earnings-related employee benefit programs are available to full-time, non-union employees, part-time non-union employees may participate in those or similar programs (as outlined below) on a *pro rata* basis, unless specifically excepted by this or any other Statement of Policy and Procedure or by legislation

2. **PURPOSE**

To ensure that part-time non-union employees are administrated fairly and equitably and in a manner that is consistent with the administration of full-time non-union employees.

3. **SCOPE**

This policy and procedure apply to part-time non-union employees.

4. **RESPONSIBILITIES**

To ensure that the administration of part-time non-union employees complies with the intent and terms of the policy is the responsibility of the managers.

5. **DEFINITIONS**

“Part-time employee” means an employee who regularly work fewer than [XX] hours of work per shift or [XX] hours per week.

“Full-time employee” refers to those who have satisfied all the requirements that apply to full-time non-union employees for entry into a benefit program, or as

designated by _____[company name]

6. **PROCEDURE**

Earnings Related Benefit Levels

- Part-time non-union employees are eligible to participate in group life insurance programs under the same terms and conditions as those which apply to full-time non-union employees, upon satisfying the entry provisions for any benefit which relates benefit levels to an employee’s earnings.
- Where _____[company name] contributes to part or all of the costs associated with providing such program to full-time non-union employees, the same proportionate contribution shall be made by _____[company name] on behalf of eligible part-time non-union employees.

Benefit Levels Unrelated to Earnings

Part-time non-union employees are not eligible to enroll or participate in a benefit program which does not relate benefit levels to an employee’s earnings, unless specifically required by legislation.