Employment Classifications Policy



1. **POLICY**

- There are four (4) Categories used for human resources administration, namely Payroll, Union, Employment, and Occupational.
- At the time of hire and at any time thereafter the status of an employee changes, Employees are advised of their appropriate category.

2. **PURPOSE**

- To establish and maintain Consistent Employment Classifications for the purpose of payroll and human resources administration is the purpose of this Statement of Policy and Procedure.

3. **SCOPE**

- All employees are bound to this Statement of Policy and Procedure.

4. **RESPONSIBILITY**

- The responsibility for authorizing the assignment of jobs to the Occupational Category designed Executive and / or Manager is the **General Manager** or a designated nominee.
- The responsibility for designating the correct Employment classifications on each Personnel Change Form resides with the Managers.

5. **DEFINITIONS**

- Payroll Category
- Salaried Employees
- An employee who receives a weekly, bi-weekly or monthly rate of pay regardless of hours work and who is not a member of a bargaining unit.
- Hourly Employees
- Part – time, Temporary, Casual and Seasonal employees are in this category including an employee who is paid an hourly wage.

- Employment Category
- Full – Time Employee:
- Maybe placed on either the hourly or salary payroll.
- Employed for an **indefinite duration** who regularly works **[XX]** hours each week.
- Part – time employee
- Usually placed on the hourly payroll.
- Not eligible for employee benefits
- Employed for an **indefinite duration** who regularly works fewer than **[XX]** hours each week.
- Temporary Employees
- Are placed on the hourly payroll.
- Not eligible for employee benefits.
- Duration of temporary assignment shall not exceed a period of **[three (3) months].**
- a person employed for a **defined duration** regardless of the hours worked.
- Casual Employees
- Placed on the hourly payroll.
- Not eligible for employee benefits.
- May elect to work or not work when requested.
- Employed on an intermittent basis, for not more than **[one – third (1/3)]** of regular full – time hours.
- Seasonal Employees
- Placed in the hourly pay-roll
- Not eligible for employee benefits
- Persons who are employed for not more than **[sixteen (16)]** weeks in a calendar year.
- Inactive Employees
- Employees who are on an approved leave of absence for a period that is longer than **[one (1)]** month in duration.
- An employee who remains on either the salary or hourly payroll and who may be in receipt of benefits payment, but no pay.
- Probationary
- The Probationary Period for an employee has not been completed.
- Independent Contract Personnel
- These persons are classed as employees of the **[company]**
- These persons are either self – employed or work for an entity with which the **[company]** has contracted for their services.
- Are paid via invoice through Accounts Payable.
- Are expected to observe and adhere to policies and procedures of the **[company]** when working on **[company]**
- 03 Union Category
- Non – Union
- An employee not represented by a union.
- Union
- An employee represented by a union.
- Occupational Category
- Executive
- An employee who is an officer of the company whose prime responsibility is to plan, implement and monitor long term strategies that affect the success of an organizational unit of the business.
- Accountable for the overall performance of an organizational unit.
- Manager
- An employee whose prime responsibility is the management of an organizational unit.
- Accountable for the daily operation of a unit(s).
- Normally reports to an executive.

- Organizational units managed are normally in charge of subordinate Supervisors.
- Supervisor
- An employee who has the prime responsibility to actively supervise (for at least 60% of time) the work of 4 or more subordinate personnel.
- Within the jurisdiction of the supervisor, has the authority to hire, train appraise the performance of discipline and release employees.
- Professional
- This category **DOES NOT** usually supervise others but may be required to provide direction to others involved in the professional's area of expertise.
- An employee who has continuing responsibility and is accountable for specialized functions, programs and/or projects that requires special expertise and/or professional designation.
- General
- Whether paid hourly or by salary all other employees.

6. **REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

SPP HR 2.04 BC – Probationary Period

SPP HR 2.06.BC – Hours of Work

SPP HR 4.11.BC – Benefits Related to Part-time Employment

7. **PROCEDURE**

- Any documents that change or modify an employee's Employment Classification shall indicate the revised and approved Employment Classifications including hiring documents.
- The approval of the **General Manager** or designated nominee is required in the designation of personnel to Occupational Categories of Executive and/or Manager.
- Other jobs assigned to other Occupational Categories may be approved consistent with established signing authorities and/or approvals authority.
- All job descriptions and related documents shall show correct Employment Classifications.

8. **ATTACHMENTS**

NONE.