

Corporate Policies

SECTION: RECRUITMENT
SUBJECT: Employment Status

POLICY/PROCEDURE NO. 3.2.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 2

SUPERCEDES POLICY DATED: June 1993

APPROVED BY: Council AF123-2002

POLICY STATEMENT:

The Corporation is structured to allow for the efficient delivery of its services. The establishment of employment categories provides the necessary framework to ensure fair and equitable terms and conditions of employment.

PURPOSE:

To provide clear and concise definitions of the Corporation's employment categories that promotes fair and equitable employment practices. Employment categories provide a method of ensuring that a working relationship with the Corporation is appropriately compensated.

SCOPE:

All employees.

PROCEDURE:

1. FULL-TIME EMPLOYEES

Employees who are hired permanently and who work the standard full-time workweek as defined by Policy 2.8.0 (Hours of Work).

2. PART-TIME EMPLOYEES (not regularly scheduled for more than 24 hours per workweek)

Part-time employees will be classified and defined as either regular part-time or casual part-time as follows:

a. Regular Part-time

Employees who are regularly scheduled and who work not more than 24 hours per week.

b.



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c. Casual Part-time

Employees who:

- i. Are not scheduled to work on a regular and continuing basis; and
- ii. Work on an “on-call” basis; or
- iii. Are employed on certain days or portions of a day to complete a short-term assignment.

3. TEMPORARY/CONTRACT EMPLOYEES

Temporary employees can either work full-time or part-time hours and are employed for:

- a. A specific short-term task or assignment; or
- b. A definite period of time.

Such employment arrangements must be within complement, unless otherwise approved and should not last longer than one year. Situations where the employment arrangement may extend beyond one year must be referred to the Human Resources Division for consultation.

ACCOUNTABILITY:

Supervisors, in consultation with the Human Resources Division, are responsible for managing accurate job category information. Any amendments and/or payroll changes must be forwarded to the Human Resources Division for approval prior to being implemented.

ADMINISTRATION:

Human Resources Division, City of Brampton

CONTACT:

Human Resources Division

