

MUNICIPALITY OF THE DISTRICT OF BARRINGTON POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER 3
SECTION ADMINISTRATION	SUBJECT EMPLOYEE DEFINITION

1. APPLICATION

1.1. This policy applies to all **permanent** employees of the Municipality.

2. PURPOSE

2.1. This policy defines the meaning of “Employee” as the term relates to employees of the Municipality of the District of Barrington.

2.2. All employees of the Municipality are placed, for purpose of classification, into an identifiable category.

3. EMPLOYEE DEFINITIONS

3.1. The term “**Permanent Employee**” refers to an employee, either full time or part time, who has successfully completed the prescribed probationary period.

3.2. **Permanent, Full-time Employee** means an employee who provide full-time services and is compensated at full pay and benefits for the assigned position.

3.3. **Permanent, Part-time Employee** provides less than the normal minimum 35 hours of work required each week for full-time service designation, is compensated and receives benefits in proportion to the amount of service provided and benefits allowed.

3.4. **Seasonal or Casual Employee** is an employee who has been hired by the Municipality to work on a seasonal or casual basis. Such employees are not entitled to the normal benefits that are provided to permanent employees of the Municipality. Employees in this category may be terminated by the Municipality at any time, without recourse or further expectation.

3.5. **Term Employee** is an employee who has been hired to fill a position that is limited to a defined period of time. Benefits may be offered depending on the length of term.

3.6. “**Job Sharing**” **Permanent Full-time Employee** is an employee who occupies a full-time, permanent position with the Municipality and who has received permission to job share for a period of time with another. In the event that the job sharing is with an employee whose position with the Municipality has become redundant and, to avoid layoff, has entered into an arrangement with another employee of the Municipality to share the work required of one position, both employees will retain their permanent full-time status, with benefits being

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prorated based on hours worked. In the event that an employee seeks to enter into an arrangement of job sharing with an individual who, at the time of the arrangement, is not a permanent full-time employee of the Municipality, the individual so recruited for job sharing shall be considered a seasonal or casual employee and will not be entitled to the normal benefits that are provided to full-time permanent employees of the Municipality. CAO has the authority to develop such an agreement that best serves the Municipality.

3.7. Probationary Employee means an employee who has not completed the required probationary period for a particular position.

4. RESPONSIBILITIES

4.1. The Chief Administrative Officer, or designate, has overall responsibility for:

- 4.1.1.** monitoring the effectiveness of the policy;
- 4.1.2.** assisting employees in the policy's implementation or understanding;
- 4.1.3.** providing Council with recommendations for consideration as to any changes in content which may be considered desirable and which may improve the effectiveness of the policy.

4.2. ~~Department~~—Heads **Directors** have responsibility for evaluating the appropriateness of the various employee terms within the context of usage in their individual departments, and providing the Chief Administrative Officer with recommendations for changes in wording that may be considered appropriate.

4.3. The Municipal Council has overall responsibility for the initial approval of this policy, and for approving any future changes or amendments that may be made in content or direction. It is understood that Council has the right to establish the length of probationary term for the CAO, and the right to extend the probationary term in the event that an extension of the term is considered appropriate by Council.

Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider	June 10, 2019
Date of Passage of Amended Policy	June 24, 2019
I certify that this amended "Administration – Employee Definition" was approved by Council as indicated above.	
_____	_____
Chief Administrative Officer	Date

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1	Approved Policy of Council	CAO	Council	May 28, 2018
2	Amended by Council	CAO	Council	June 24, 2019