

**Policy & Procedure Manual**

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**WORK STATUS DEFINITIONS – HR-I-7**

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**POLICY:**

All persons hired to work at OPTIONS NORTHWEST shall be assigned a status definition.

**PURPOSE:**

1. To standardize terminology and ensure common understanding in our references to employees.
2. To assist in determining benefit entitlement.

**DEFINITIONS:**

Employee – a person who receives a wage or salary from OPTIONS NORTHWEST.

Probationary Employee – An employee who has not completed his probationary period as set by OPTIONS NORTHWEST. Probationary employees may be terminated by the agency without notice.

Contract Employee – An employee who has been hired for a specific term of employment and whose conditions of employment are unique to the position.

Regular Full-Time Employee – Employee who normally works an average of thirty-seven and one half (37.5) hours per week, on a permanent basis.

Temporary Full-Time Employee – An employee who normally works an average of five (5) full shifts per week on a regular basis, but whose appointment has an anticipated termination date established prior to employment.

Regular Part-Time Employee – An employee who has made a commitment to the agency to be available for work on a pre-determined basis and in respect of whom, there is pre-determined scheduling for not more than twenty-four (24) hours per week on a permanent basis.

Non-Union Irregular Part-Time Employee – An employee who has made a commitment to the agency to be available for part-time work whose employment hours may vary

from day to day and week to week, and whose conditions of employment are unique to the position.

**Temporary Part-Time Employee** – An employee who has made a commitment to the agency to be available for work on a pre-determined basis and in respect of whom there is pre-determined scheduling, generally for not more than twenty-four (24) hours per week, but whose appointment has an anticipated termination date established prior to employment.

**Casual Employee** – An employee who works on a “call” or “short notice basis” whose employment may vary from day to day and week to week. A casual employee has no commitment to be available when called and the agency is under no obligation to call casual employees when and if work is available.

**Non-Union Management Employee** – An employee whose work is primarily supervisory or managerial in character and is excluded from becoming involved in a bargaining unit by virtue of his/her supervisory/managerial job duties and functions.

**Non-Union Non-Management Employee** – An employee whose work is not primarily of a supervisory or managerial nature and who is not represented by a bargaining unit.

**Note: Bargaining Unit Employees should refer to their respective collective agreement.**

**RECOMMENDED BY:** Director, Human Resources

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Human Resources, Community Services Administration

**ORIGINAL POLICY DATE:** April 1993

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**

