

Policy & Procedure Manual

**TERMS OF EMPLOYMENT – NON UNION
CONTRACT/IRREGULAR PART TIME - HR-V-13**

POLICY:

Due to the uniqueness of contract and irregular part time positions, terms and conditions of employment for such positions will be established on an individual basis.

PURPOSE:

1. To allow flexibility to attract appropriate candidates.
2. To meet agency needs.

PROCEDURE:

1. The terms and conditions of all contract positions shall be discussed and determined between the Director of the department and the Director, Human Resources.
2. Upon hire, the Human Resources Coordinator will meet with all contract and irregular part time employees to review their specific terms and conditions of employment.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, finance, Human Resources, Client Services Administration, Community Resource Team

ORIGINAL POLICY DATE: September 2006

AUTHORIZED BY: Executive Director

SIGNATURE:

