

TITLE: EMPLOYMENT CATEGORIES	SECTION: HUMAN RESOURCES
EFFECTIVE DATE: March 10, 1999	POLICY NO.: KDSB-HR-II-02
APPROVED BY: By-Law 1999-01	REVISED:

POLICY STATEMENT

Employment with the Corporation shall be categorized as to type which shall be determined by the nature, direction and hours of work of the job.

PROCEDURE

1. Regular Full-Time Employees

Individuals who have completed their probationary period and are employed on a permanent basis for a minimum of thirty (30) hours per week per calendar year.

2. Regular Part-Time Employees

Individuals who have completed their probationary period and are employed on a permanent basis for less than thirty (30) hours per week per calendar year.

3. Temporary Employees

Individuals employed for a specific time period of short duration. Such an individual may be hired to temporarily replace a regular employee (full or part-time) who is on an unpaid leave of absence, sick leave, maternity/parental leave or who is unable to perform his/her duties on a regular basis due to an injury on the job.

Such employees shall not accrue any seniority nor shall they be eligible for group insurance, pension, vacation time, paid sick leave or bereavement leave benefits.

Temporary employees may not apply for internal job postings.

4. Casual Employees

Individuals employed on a call-in basis, usually for quite short durations, such as for a few hours per week for one or two weeks and due to other employee absenteeism or because of extra assistance required during peak work periods.

Such employees shall not accrue seniority, nor are they entitled to receive any benefits other than those stated in the Employment Standards Act (Ontario).

5. Probationary Employees

Individuals employed in jobs leading to regular full-time or regular part-time status. Such individuals will be subject to a minimum four (4) month probationary period which may be extended to reflect periods of non-working time due to sickness, leave of absence, on-the-job injuries or by mutual agreement of the parties.

Each probationary employee will receive a written performance evaluation at the mid-point of their probationary period and before the end of their probationary period, and such evaluation must indicate whether the employee is suitable or non-suitable for regular employment.

Such employee is subject to lay-off or termination in accordance with the requirements of the Employment Standards Act (Ontario) and the policies and procedures of the Corporation.