

POLICY:

From time to time an employee's work status or pay rate may change. To ensure clarity and transparency for all parties, changes will be documented and shared with affected people and departments.

DEFINITIONS:

The following definitions will be used to classify the nature of the employment relationship::

Continuing Employee is defined as any employee hired for an indeterminate period of time (no end date) on either a full time or part time basis.

Term Employee is defined as any employee hired to work for a specific period of time with either regular or variable hours. The term will have a defined start and end date, and will identify the range of hours in a work week and/or total number of hours allowed over the course of the term.

Full Time Employee is defined as any employee hired to work 35 hours or more per week.

Part Time Employee is defined as any employee hired to work less than 35 hours per week.

Temporary Relief Employee (Casual) is defined as any employee hired to work on an as required basis. The weekly or daily hours may vary based on work needs. CRC is not obligated to guarantee work or duration of employment.

Contractors are defined as individuals wherein a Purchase of Service agreement may be entered into with Independent Contractors who shall not be considered employees for the purpose of this policy.

PROCEDURE:

When an employee's status changes, the supervisor will complete the "*Employee Change of Status Form*" and forward it to the Executive Director for approval. Once approved by the Executive Director, the form will be forwarded to payroll for appropriate action.

If the status change means that the employee's benefits may be affected, the employee will receive a letter confirming the change and outlining any options open to him/her.

The employee will receive a copy of the form, a copy will be forwarded to payroll, and a copy will be kept with the employees personnel file.