



Hastings Highlands Public Library

Area: Human Resources
Policy Title: Definition of an Employee
Policy Number: HR-11

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The Hastings Highlands Public Library Board ensures that all employees are properly identified and compensated fairly with reference to their specific duties, responsibilities, and according to Provincial and Federal legislation. The Hastings Highlands Public Library Board hereby adopts the following employee definitions (consult the appropriate Employee Agreements and Collective Agreement for any deviations.)

Definitions:

1) Permanent Employees

Permanent employees are those full-time and part-time employees who have successfully completed their probationary period.

2) Full-time Employees

Full-time employees are those employees who regularly work the standard weekly hours for the Municipality for 52 weeks each year, including vacations, on a continuing basis.

3) Part-time Employees

Part-time employees are those employees who work less than the standard weekly hours specified for the Department.

4) Temporary & Casual Employees

Temporary and casual employees are those employees who are hired for a specific task, or for a period of time which may or may not be defined, and whose conditions of employment may not be set out in a written contract.

5) Probationary Employees

Probationary employees are those employees who have not completed three (3) months continuous service, or such shorter period as may be provided in a collective agreement covering a specific group of employees.

6) Contract Employees

Contract employees are those employees who are hired under a written individual employment contract for a specific period of time.

7) Student Employees

Students are defined as those attending school on a regular full-time basis and who are generally employed on weekends, evenings and during school holidays.

8) Chief Executive Officer

Chief Executive Officer refers to the position responsible for the administration and co-ordination of the Library/Centre.

9) Managers (Currently not applicable)

Managers of Departments are:

- Manager of Children's Services
- Manager of Interlibrary Loan

10) Supervisors (Currently not applicable)

Supervisors are responsible for staff reporting to them and report to the Manager

10.1) Immediate Supervisor (Currently not applicable)

Immediate supervisors are personnel who are responsible for the work of other employees reporting directly to them. They play a major role in the review of the performance and discipline of these employees.