

## City of Kenora Employment Classification Policy



Section	Date	Bylaw Number	Page	Of
Human Resources	April 21, 2020	83-2020	1	2
Subsection	Repeals By-Law Number		Policy Number	
Non-Union	N/A		HR-3-8	

### Policy Statement

Non-union personnel may be classified into the following categories dependent upon the terms of their letter of employment.

### Temporary Employees

Temporary employees are persons hired for a period not exceeding six (6) months or such longer period as mutually agreed to by the parties, if the position is not likely to become part of the City's continuing work force.

Benefits will be as per customary practice or as negotiated.

Temporary employees shall not accrue service unless they are subsequently hired as a regular full-time or part-time employee, in which their original hire date will become their service date.

### Students

Students not part of a Collective Agreement (e.g. Museum Student) shall be classified as temporary employees.

### Probationary

Probationary employees are persons hired for a probationary period to determine their suitability for continuing employment in regular positions. The length of the probationary period will be as agreed to upon hire.

During this probationary period, employees shall be entitled to receive health benefits unless the carrier's policy requires a waiting period. Employees may be dismissed at any time during this probationary period, subject only to the provisions of *The Employment Standards Act*.

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### Regular

Regular employees may be divided into two categories:

**a. Regular Full time Employees**

Regular full-time employees are employees (scheduled to work 35 hours or more per week) who have completed a probationary period and who are employed in positions considered as permanent at the time the probationary period is completed.

**b. Regular Part-time Employees**

Regular part-time employees are employees who have made a commitment to work on a predetermined schedule of less than 35 hours per week and who have successfully completed any necessary probationary period.

Regular part-time employees are entitled to benefits on a pro rated basis, e.g. an employee who works 20 hours per week shall be required to pay 50 percent of his/her premiums.