

Title: Human Resources Management Policy - Affected Employees

Policy No: 1910

Approval: Town Council
Effective Date: January 25, 2006



Supersedes Policy No: none

Policy Statement: The Town of Hardisty believes that it is important that the employees understand clearly who is affected by the Human Resources Management Policies.

Purpose: To identify those employees that are affected by the Human Resources Management Policies.

Principles:

1) The Human Resources Management Policies governs the terms and conditions of employment of all employees hired to permanent or contract positions of the Town of Hardisty, except the Chief Administrative Officer, appointed board members, and volunteer fire fighters.

1) Definitions

- a) A permanent position is defined as any full time or part time position that is seen to be continuous, has no predetermined termination date, has regular assigned duties and regular hours of work and that is approved by Council in the organizational chart.
 - i) A full time position is defined as any position that requires the employee to work 30 hours a week or more on a regular basis.
 - ii) A part time position is defined as any position that requires the employee to work less than 30 hours per week on a regular basis.
- b) A contract position is defined as any full time or part time temporary or casual position.
 - i) A full time position is defined as any position that requires the employee to work 30 hours a week or more on a regular basis.
 - ii) A part time position is defined as any position that requires the employee to work less than 30 hours per week on a regular basis.

- c) A temporary position is defined as any position that has a predetermined termination date

- d) A casual position is defined as any position that is not continuous from month to month and has no regular assigned hours or regular assigned duties.