



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: P5A
SECTION: PERSONNEL POLICY	POLICY TITLE: EMPLOYEE DEFINITION

## 1. PURPOSE

- 1.1. This policy defines the meaning of *employee* as the term relates to employees of the Municipality of the District of Argyle.
- 1.2. All employees of the Municipality are placed, for purpose of classification, into an identifiable category.

## 2. EMPLOYEE DEFINITIONS

- 2.1. The term “*permanent employee*” refers to an employee, either full time or part time, who has successfully completed the required probationary period and there is no pre-determined end date.
- 2.2. *Permanent, full-time employee* means an employee who provides full time service (minimum of 35 hours of work) and is compensated at full pay and benefits for the assigned position.
- 2.3. *Permanent, part-time employee* provides less than the typical 35 hours of work but more than 20 hours each week to be compensated and receive benefits in proportion to the amount of service and benefits allowed.
- 2.4. *Seasonal or casual employee* is an employee who has been hired by the Municipality to work on a seasonal or casual basis. Such employees are not entitled to normal benefits that are provided to permanent employees of the Municipality. Employees in this category may be terminated by the Municipality at any time, without recourse or further explanation.
- 2.5. *Term Employee* means an employee that has a start and end date. This employee would not be entitled to group benefits such as medical or pension plan.
- 2.6. *Job Sharing* describes an employee-who occupies a permanent position with the Municipality and who has received permission to job share for a period of time with another permanent employee. In the event that the job sharing is with an employee whose position with the Municipality has become redundant and, to avoid layoff, has entered into an arrangement with another employee of the Municipality to share the work required of one position, both employees will retain their permanent status. However, job sharing employees would still need to work at least 20 hours a week to maintain eligibility for health and dental benefits. In the event that an employee seeks to enter into a job sharing arrangement, who is not a permanent



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employee of the Municipality, the individual recruited for job sharing shall be considered a term employee and will not be entitled to the normal benefits that are provided to permanent employees of the Municipality.

- 2.7. *Probationary employee* means an employee who has not completed the required probationary period for a particular reason. This employee is normally a new employee, who is on a trial period at the beginning of their employment. During this period, the employee is being evaluated on their performance, behaviour, and suitability for the position. (See Article P5 Hiring and Probation of Staff)

### 3. RESPONSIBILITIES

- 3.1. The Chief Administrative Officer, or designate, has overall responsibility for:
- 3.1.1. Monitoring the effectiveness of the policy;
  - 3.1.2. Assisting employees in the policy's implementation or understanding;
  - 3.1.3. Providing Council with recommendations for consideration as to any changes in content which may be considered desirable, and which may improve the effectiveness of the policy.
- 3.2. Department heads have responsibility for evaluating the appropriateness of the various employee terms within the context of usage in their individual departments, and providing the Chief Administrative Officer with recommendations for changes in wording that may be considered appropriate.
- 3.3. The Municipal Council has overall responsibility for the initial approval of this policy, and for approving any future changes or amendments that may be made in content or direction. It is understood that Council has the right to establish the length of probationary term for the CAO, and the right to extend the probationary term in the event that an extension of the term is considered appropriate by Council.



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Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider (7-days minimum)	September 24, 2002
Date of Passage of Current Policy	October 8, 2002
Date of Notice: Version 2	September 14, 2023
Date of Passage of Current Policy V2	
I certify that this policy was adopted by Council as indicated above.	
_____	_____
Warden	Date
_____	_____
Chief Administrative Officer	Date

Version Log		
Version #	Amendment	Date
1	Original Policy	October 8, 2002
2	Updates to include term employee, and housekeeping amendments.	