



POLICIES and PROCEDURES

Responsible Unit	Human Resources
Applicable to	All Staff
Date Last Updated	February 2018
Approving Sector Head	Director, Human Resources
Policy	Employee Status Categories

Following are the definitions for the various employee status categories:

- Regular Full-Time: at least 32.5 hours per week in an established position and on a continuing basis;
- Regular Part-Time: less than 32.5 hours per week, in an established position and on a continuing basis;
- Sessional On-going: Works during the academic year only, with unpaid breaks each summer;
- Short Term or Temporary Contract: Works in a position established for a specific period of time or for the duration of a specific project or group of assignments;
- Casual: Works on an on-call basis and generally has the option to work or not when called.

Where there is inconsistency between this information and your Collective Agreement, the Collective Agreement will prevail.