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DEPARTMENT	Human Resources
SUBJECT	Employment Status and Classification
APPROVED BY (Signature)	CHIEF EXECUTIVE OFFICER <i>S. Carter</i>
EFFECTIVE DATE	September 2009
REVIEWED BY (Title & Signature) <i>Pamela DeRaaf</i>	Pamela DeRaaf, CHRP Human Resource Manager
REVIEW DATE	NEW

OPERATIONAL PROCEDURES

Preamble

Personal Attendant Care Inc.'s employment relationships may be full-time, part-time, casual part-time, temporary and volunteers. Each employment relationship creates distinct responsibilities for both the employer and employee/volunteer dependant on the variations of duration, frequency and nature of the work performed. Differences in status and classification must be clear to ensure implementation of Policies and Procedures.

Procedures

Status Variations

Employee

This term applies to any person, at any level within the organization, who is paid to perform work or services, when the organization paying the salary has the right to direct person performing the work or service with the exception of independent contractors. This includes full-time, part-time, casual part-time, temporary and student employees.

Volunteer

This term applies to a person who performs work or services without pay.

Student on Placement

This term applies to a student with a designated agreement from an academic institution or training program, performs specific tasks for a specified duration without pay.

Student Employee

An employee who is a full-time or part-time student and is hired during school breaks, between the months of April and September, or during other extended periods in the year when classes are not in session.

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Independent Contractor / Fee for Service

Is a person who agrees to provide a specified service for the organization for a set fee within a given time period. The following criteria are used to distinguish a contract of service (employment) and a contract of services (contractor);

- The degree of control exercised by the employer over the work
- The ownership of the tools required to do the work
- The financial responsibilities and risks involved in the contract
- The extent to which the work done is integrated into the employees business

Classifications

Probationary Employee

A person newly hired or appointed to fill a specific position and who has not completed the applicable probationary period for their employment classification.

Full-Time Employee

An employee who has successfully completed the probationary period and is regularly scheduled to work between thirty-five (35) and forty (40) hours per week.

Part-Time Employee

An employee who has successfully completed the probationary period and is regularly scheduled to work between twenty (20) and thirty-four (34) hours per week.

Casual Part-Time

An employee that works on an “on need basis” with no guarantee of hours.

Temporary Employee

A person hired for a specified term with a start and end date.

Availability – Unionized Employee

Unionized employees are hired as casual part-time and must complete an “Employment Status Form for New Hires” indicating the hours they are available to be scheduled. The availability indicated must be adhered to during the probationary period.

Full-time and part-time positions have minimum availability requirements as per the Collective Agreement. If an employee requires a change in their availability they must complete a “Request for Change in Availability” form. The Supervisor/Manager will approve and/or deny the request based on client service needs and if the employee’s minimum hours can be met (i.e. client/employee exemptions).

Availability – Administrative Employee

Hours of work are indicated in the employment letter.

Attached Forms

Employment Status Form for New Hires	6(s)
Request for Change in Availability	6(t)