

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> A-01
<b>POLICY:</b> Employee Definitions			
<b>DATE:</b> NOV30/94	<b>REV. DATE:</b> MAR25/09	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 2

**POLICY STATEMENT:**

The County of Renfrew ensures that all employees are properly identified and compensated fairly with reference to their specific duties, responsibilities, and according to Provincial and Federal legislation. The County of Renfrew hereby adopts the following employee definitions (consult the appropriate Union Agreement for any deviations).

**DEFINITIONS:**

**The County or County**

The terms ‘the County’ or ‘County’ are defined as pertaining to ‘The Corporation of the County of Renfrew’ as it relates to all definitions describing the employees below. All Policy statements refer to ‘the County of Renfrew’, and may be used interchangeably with ‘The Corporation of the County of Renfrew.’ In procedure statements, the terms ‘the County’ or ‘County’ refer to, and may be used interchangeably with, ‘The Corporation of the County of Renfrew.’

**Officer**

An officer is defined as, and applies to and includes, all employees designated by the following titles: Chief Administrative Officer/Clerk, Treasurer/Deputy Clerk, Director of Public Works and Engineering, Director of Development and Property, Director of **Social Services**, Director of Human Resources, Director of Emergency Services and Home Administrator. The term ‘officer’ also means Department Head. For the purposes of the Chief Administrative Officer By-law and any amendment thereto, an officer shall be deemed a Department Head.

**Full-time Employee**

A full-time employee is defined as, and applies to, any employee who has been appointed to a full-time permanent position as provided for in the Departmental staff complement.

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### **Part-time Employee**

A part-time employee is defined as, and applies to, any employee employed to work for a short term and/or whose hours of work are consistently less than the standard workweek for the appropriate or comparable full-time classification.

### **Contract Employee**

A contract employee is defined as an employee with whom the County enters into a contract of service for a specified term, and with specific terms of employment on a project basis.

### **Casual Employee**

A casual employee is defined as an employee who has no preset scheduled hours of work and is called in on an 'as needed' basis.

### **Student Employees**

Students are defined as those attending school on a regular full-time basis and who are generally employed on weekends, evenings, and during school holidays.

### **Volunteer Employees**

Volunteers are defined as those who offer their services of their own free will, without monetary reimbursement.