

- (a) Full-time staff are those employees who regularly work the standard weekly hours for the Department as specified in Policy No. 2.10 for fifty-two (52) weeks each year on a continuing basis.
- (b) Permanent part-time staff are those employees who regularly work less than the standard weekly hours specified for the Department on a continuing basis.
- (c) Temporary staff are those employees who are hired for a period of time which may or may not be defined and whose conditions of employment are not set out in a written contract.
- (d) i. Contract staff are employees who are on the County of Elgin's payroll system who are hired for a defined period of time and whose conditions of employment are set out in a written contract.
 - ii. That the hire date of the contract position shall be used to determine the length of service, for all policies relating to continuity of service, for all contract employees offered regular employment.
- (e) Department Heads are the:
 - Chief Administrative Officer Director of Human Resources
 - Director of Finance Director of Homes and Senior Services
 - Director of Engineering Director of Library Services
 - Director of Information Technology

County of Elgin

Section: **1**

Human Resources Policy Manual

Subject: **Definitions**
Policy Number: **1.20**

Code – **A**

Date Approved: **Oct. 1/87**

Page 2 of 2

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- (f) Length of service includes all service from the last date of hire. Unionized employees will follow the respective collective agreements.
- (g) Gross earnings include regular, overtime and County sick pay, but excludes payments received from an insurance company under an employee benefit plan, benefit plan premium payments on behalf of employees and other items excluded under the Employment Standards Act. Unionized employees will follow the respective collective agreements.