

MUNICIPALITY OF SIOUX LOOKOUT  
ADMINISTRATIVE PROCEDURE NO. 3-01

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SUBJECT:           **APPLICABILITY OF ADMINISTRATIVE  
PROCEDURES AND DEFINITION OF EMPLOYEE**

SECTION:           Personnel

APPLIES TO:       All Employees

EFFECTIVE:        June 1<sup>st</sup>, 2009

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**1.1    ADMINISTRATIVE PROCEDURES**

- (a)    The Administrative Procedures, as approved by Council by by-law and set out in the Administrative Procedures Manual of the Municipality of Sioux Lookout, outline terms and conditions of employment for staff and provide guidelines for managers and supervisors of the Corporation to follow when exercising their supervisory responsibilities.
- (b)    These Administrative Procedures apply to employees of various statuses within the Corporation as specified within each Procedure. These procedures are deemed to be superseded by any provisions of Legislation and/or employment contracts.

**1.2    DEFINITION OF EMPLOYEE**

Except as provided otherwise in this Manual, employees of the Corporation are considered those persons who are "on payroll" and receive a paycheck from the Municipality's Finance Department, excluding Members of Council. Employees belong to one of the following classes: Management, Union, or Non-Union/Non-Management.

**1.3    "REGULAR FULL-TIME"**

Such employees are hired to fill full-time regular positions, normally working at least 1820 hours per year and up to 2080 hours per year. The recruitment process for these positions is comprehensive and includes a formal written Offer of Employment authorized by the Chief Administrative Officer. The normal workweek for regular full-time employees is 35 to 40 hours, or as may be assigned to meet operational demands, dependent upon the position they hold. For all Regular Full-Time Management, Non-Union/Non-Management employees, a six (6) to twelve (12) month probationary period applies, depending on the position. For all union employees a four hundred and eighty (480) hour probationary period applies.

**1.4    "REGULAR PART-TIME"**

Persons employed to work between 1248 and 1819 hours per year, on a regular, continuous basis are considered Regular Part-Time employees.

**1.5 "VOLUNTEER FIRE FIGHTERS"**

Such qualified employees are permanently employed to work on an ad hoc basis as required by the Emergency Services Department.

**1.6 "TEMPORARY OR SEASONAL FULL-TIME"**

These employees are employed on an ad hoc basis to work the same standard workweek as Regular Full-Time positions for a specified period of time. Most Summer Students and Seasonal personnel fall into this group.

**1.7 "TEMPORARY OR SEASONAL PART-TIME"**

These employees are employed on an ad hoc basis to work less than the standard workweek for Regular Full-Time positions, generally for a short or specific duration. Examples of a Temporary Part-time employee would be someone hired to work less than the standard work week to assist with a "peak period" workload or special event/project.

**1.8 "TERM FULL-TIME"**

These employees are employed on a defined term basis to work the same standard workweek as Regular Full-Time positions. The defined term does not normally exceed twelve (12) consecutive months. Examples of a Term Full-time employee would be someone hired to replace a Regular Full-Time employee on maternity leave.

**1.9 "TERM PART-TIME"**

These employees are employed on a defined term basis to work less than the standard workweek for Regular Part-Time positions. The defined term does not normally exceed twelve (12) consecutive months. Examples of a Term Part-time employee would be someone hired to replace a Regular Part-Time employee on maternity leave.