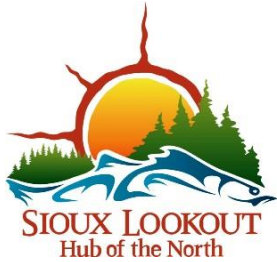


Employee Classifications



The Municipality of Sioux Lookout Human Resources Policy

Section:	Personnel		
Policy No:	2026-HR-15	Date:	June 15, 2026
Approved by:	CAO	Repeal:	

Policy Statement

The Municipality of Sioux Lookout is committed to maintaining a clear, consistent, and legally compliant framework for classifying the persons who perform work for the Corporation. Each employee shall be placed in an employment class that accurately reflects the nature, duration, and regularity of the work performed.

Purpose

The purpose of this Policy is to:

- define who is an employee of the Corporation;
- set out the classes of employment used by the Corporation and how each class is applied; and
- distinguish employees from volunteers and co-operative education students.

Scope

This Policy applies to all employees of the Municipality of Sioux Lookout, including Senior Management, Middle Management, Junior Management, Union, Seasonal, and Paid-on-Call Firefighter employees. It also applies to the engagement of volunteers and co-operative education students to the extent set out in this Policy.

This Policy does not apply to Members of Council.

Where a provision of this Policy conflicts with applicable legislation, a collective agreement, or an individual employment contract, the legislation, collective agreement, or contract prevails to the extent of the conflict.

Definitions

Term	Meaning
Corporation	means The Corporation of the Municipality of Sioux Lookout.
CAO	means the Chief Administrative Officer of the Corporation, or their designate.
Employee	means a person who is on the payroll of the Corporation and receives a paycheque from the

For any questions or further clarification regarding this policy, employees are encouraged to contact the Human Resources Department.

	Finance Department, excluding Members of Council. Every Employee is placed in one of the six Employee Classifications set out in this policy.
Senior Management	means an Employee appointed to a senior leadership position of the Corporation, including the CAO, Department Heads, and other positions designated by the CAO as Senior Management. Senior Management employees are permanent and have guaranteed hours of work.
Middle Management	means an Employee who reports to Senior Management and is responsible for the day-to-day supervision of a division, program, or work unit, including Managers and senior supervisors. Middle Management employees are permanent and have guaranteed hours of work.
Junior Management	means an Employee who holds a front-line management or supervisory role within a department or work unit, including Supervisors, Specialists, or Coordinators. Junior Management employees are permanent and have guaranteed hours of work.
Union	means an Employee whose position is included in a bargaining unit and whose terms and conditions of employment are governed by an applicable collective agreement. The Employment Status of a Union employee (for example, permanent full-time, permanent part-time, term, or casual) is determined in accordance with the collective agreement.
Seasonal	means an Employee engaged to work during a recurring season of peak operational demand, such as summer or winter operations. A Seasonal appointment may be full-time or part-time as set out in the written Offer of Employment, and may recur from year to year without creating a permanent position. Seasonal is a standalone Employee Classification and does not fall within Management, Union, or Paid-on-Call Firefighter.
Paid-on-Call Firefighter	means an Employee of the Emergency Services Department who is not part of Management or a bargaining unit, and who is engaged on an as-needed basis to respond to calls, training, and other fire-service duties. Paid-on-Call Firefighters work and are paid when they attend calls, training, or other authorized activities, but do not have guaranteed hours of work. They are treated

	as Casual Employees for the purposes of this Policy.
Permanent Full -Time Employee	means an Employee hired to fill an ongoing full-time position, normally working at least 1,820 hours and up to 2,080 hours per year. The normal workweek is 35 to 40 hours, or as otherwise assigned to meet operational demands, depending on the position. Recruitment includes a formal written Offer of Employment authorized by the CAO.
Permanent Part-Time Employee	means an Employee hired on a regular, continuous basis to fill an ongoing part-time position, normally working between 1,248 and 1,819 hours per year. Recruitment includes a formal written Offer of Employment authorized by the CAO.
Term Employee	means an Employee engaged on a defined-term basis tied to a specific contract, project, or funding source. A term appointment may be full-time or part-time as set out in the written Offer of Employment. A term does not normally exceed twelve (12) consecutive months but may be extended where the underlying contract or funding continues.
Casual Employee	means an Employee engaged on an as-needed basis with no guaranteed hours of work. Casual Employees work and are paid when called in or when they attend authorized activities, and may accept or decline shifts offered, subject to the terms of their engagement. Paid-on-Call Firefighters are Casual Employees for the purposes of this Policy.
Co-op Student	means a secondary or post-secondary student placed with the Corporation under a co-operative education agreement with an educational institution. A paid Co-op Student is a Term Employee for the duration of the placement. An unpaid Co-op Student is not an Employee and is treated in the same manner as a Volunteer.
Volunteer	means a person who performs services for the Corporation without remuneration, under a Corporation-approved volunteer arrangement. Volunteers are not Employees, are not on the payroll of the Corporation, and are not covered by this Policy except where expressly stated.

General Provisions

Employee Classifications

The Corporation recognizes the following six Employee Classifications, each as defined under the definitions section:

- Senior Management
- Middle Management
- Junior Management
- Union
- Seasonal
- Paid-on-Call Firefighter

Management Employees (Senior, Middle, and Junior) are permanent and have guaranteed hours of work. Paid-on-Call Firefighters are Casual and do not have guaranteed hours of work. Union Employees are governed by the applicable collective agreement, which establishes their Employment Status.

Employment Status

Where applicable, an Employee is further identified by one of the following Employment Statuses as set out in the Offer of Employment or the applicable collective agreement:

- Permanent Full-Time
- Permanent Part-Time
- Term (full-time or part-time)
- Casual

Seasonal Employees are not assigned an additional Employment Status; the Seasonal Classification itself describes the nature of the engagement, with full-time or part-time hours set out in the Offer of Employment.

Offers of Employment

All Employees shall receive a written Offer of Employment that identifies the Employee Classification, the Employment Status (where applicable), the position, the rate of pay, the expected hours or term, and any probationary period that applies. Offers of Employment for Management positions and for Permanent Full-Time or Permanent Part-Time Union shall be authorized by the CAO.

Probationary Periods

Probationary periods for Employees are governed by the applicable collective agreement or individual employment contract. Where neither specifies, a standard probationary period will be for a period of six (6) months from the date of hire in any role.

Reclassification

The Employee Classification or Employment Status assigned to an Employee may be changed by the CAO where the nature, duration, or regularity of the work has changed, or where the position moves into or out of a bargaining unit. Any change shall be confirmed in writing and shall take effect on the date specified in the written confirmation.

Co-op Students and Volunteers

The Corporation may accept Co-op Student placements and engage Volunteers to support its programs and services. Paid Co-op Students are Term Employees and are covered by this Policy accordingly. Unpaid Co-op Students and Volunteers are not Employees and are governed by the applicable placement or volunteer agreement, any separate volunteer policy adopted by the Corporation, and applicable legislation.

Responsibilities

Role	Responsibility
Chief Administrative Officer	The CAO is responsible for the overall administration and interpretation of this Policy; authorizing Offers of Employment for Management positions and for Permanent Full-Time and Permanent Part-Time Union positions; approving any reclassification of an Employee's Classification or Employment Status; and ensuring that employee classifications are consistent with applicable legislation and collective agreements.
Department Heads, Managers, and Supervisors	Department Heads, Managers, and Supervisors are responsible for ensuring that the employees within their area of responsibility are assigned the correct Employee Classification and Employment Status; initiating requests for reclassification where a change in the nature, duration, or regularity of work warrants review; ensuring that written Offers of Employment are issued prior to or upon commencement of employment; and complying with this Policy and any applicable collective agreement provisions in the engagement and management of employees
Emergency Services Manager/Fire Chief	The Emergency Services Manager/Fire Chief is responsible for the classification and engagement of Paid-on-Call Firefighters in accordance with this Policy; ensuring that Paid-on-Call Firefighters receive written Offers of Employment that accurately reflect their Casual Employment Status; and maintaining accurate records of Paid-on-Call Firefighter attendance at calls, training, and other authorized activities.
Human Resources	Human Resources is responsible for providing guidance and support to Department Heads, Managers, and Supervisors on the application of this Policy; maintaining a record of all Employee

	Classifications and Employment Statuses; preparing and maintaining standard Offer of Employment templates; coordinating reclassification requests for review by the CAO; and assisting in the administration of co-operative education placements and volunteer arrangements.
Employees	Employees are responsible for familiarizing themselves with this Policy; accurately representing the nature and hours of their work; and notifying their Supervisor or Human Resources if they believe their Employee Classification or Employment Status does not accurately reflect the work they are performing.

References

Employment Standards Act, 2000, S.O. 2000, c. 41

Labour Relations Act, 1995, S.O. 1995, c. 1, Sched. A

Municipal Act, 2001, S.O. 2001, c. 25

Occupational Health and Safety Act, R.S.O. 1990, c. O.1

Ontario Human Rights Code, R.S.O. 1990, c. H.19

Collective Agreement

Review and Revision

This Policy shall be reviewed by Human Resources at least every three (3) years from the date of approval, or sooner if required by changes in applicable legislation, collective agreements, or the operational needs of the Corporation. Proposed amendments shall be submitted to the CAO for approval. Any approved revisions shall be communicated to all employees and shall supersede any prior version of this Policy.