

Administrative Employment Categories

Category	Officers: grade 10/103 and above (Exempt)	Union & Non-Union Support Staff (Non-Exempt)
Regular Full-Time	<p>Posting: Job description Needs position # assigned by HR Affirmative Action Must post position in JAC</p> <p>Parameters: 35 Hours</p> <p>Benefits: Eligible</p>	<p>Posting: Job description Needs position # assigned by HR Affirmative Action Must post position in JAC</p> <p>Parameters: 35 or 40 Hours (depending on CBA)</p> <p>Benefits: Eligible</p>
Regular Part-Time	<p>Posting: Job description Needs position # assigned by HR Affirmative Action Must post position in JAC</p> <p>Parameters: Fixed Hours (less than 35 hours) No anticipated end date</p> <p>Benefits: May be eligible, if scheduled hours are 20 or more</p>	<p>Posting: Job description Needs position # assigned by HR Affirmative Action Must post position in JAC</p> <p>Parameters: Fixed Hours (less than 35 or 40 hours, depending on CBA) No anticipated end date</p> <p>Benefits: May be eligible, based on scheduled hours of appropriate CBA</p>
Temporary Full-Time	<p>Posting: Job description and JAC requisition Needs position # assigned by HR May be posted, but not required Completed JAC application</p> <p>Parameters: Start and end dates Typically less than 1 year duration</p> <p>Benefits: May be eligible if employed more than 4 months</p>	<p>Posting: Job description and JAC requisition Needs position # assigned by HR Affirmative Action Must post position in JAC</p> <p>Parameters: Start and end dates Typically less than 1 year duration</p> <p>Benefits: May be eligible based on applicable CBA</p>
Temporary Part-Time	<p>Posting: Job description and JAC requisition Needs position # assigned by HR May be posted, but not required Completed JAC application</p> <p>Parameters: Start and end dates Typically less than 1 year duration Fixed hours (less than 35)</p> <p>Benefits: Not eligible</p>	<p>Posting: Job description and JAC requisition Needs position # assigned by HR Must post position in JAC</p> <p>Parameters: Start and end dates Typically less than 1 year duration Fixed hours (less than 35/40)</p> <p>Benefits: May be benefits eligible (based on applicable CBA) Non-union support staff may be benefits eligible based on 2110 CBA</p>
Short-term Casual	N/A	<p>Posting: Job description and JAC requisition Needs position # (3 +dept ID +0000 e.g. for department 012, casual position # is 30120000) May be posted, but not mandatory Completed JAC application</p> <p>Parameters: Start date Limited to 560 hour or 4-months from hire date, whichever comes first, in a 12 month period</p> <p>Benefits: Not eligible</p>

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Category	Officers: grade 10/103 and above (Exempt)	Union & Non-Union Support Staff (Non-Exempt)
Part-time Variable Hours	<p>Should use an agency temp whenever possible</p> <p>Posting: Job description and JAC requisition Needs position # assigned by HR May be posted, but not required Completed JAC application</p> <p>Benefits: Not eligible</p> <p>Parameters: Hours must vary week to week Less than 999 hours in a rolling 12-month period # of hours is unpredictable week to week</p> <p>Set up*: Set a \$0 base salary Pay via FFE</p>	<p>Should use an agency temp</p>
Agency Temporary	<p>Posting: Job description</p> <p>Parameters: No more than 560 hours or 4 months (<i>exceptions through HR AVP, up to 999 hours</i>)</p> <p>Benefits: Not eligible</p> <p>Utilize: Substitute for vacations Discreet short-term projects Peak-period support Short term, unique skill needed Bridge for between vacancy and hire</p>	<p>Posting: Job description</p> <p>Parameters: No more than 560 hours or 4 months, unless filling in for individual on approved LOA (<i>those exceptions through HR & Labor Relations</i>)</p> <p>Benefits: Not eligible</p> <p>Utilize: Substitute for vacations Discreet short-term projects Peak-period support Short term, unique skill needed Bridge for between vacancy and hire</p>
Seasonal	<p>See Temporary Part-time, Part-time variable hours or Agency Temporary</p>	<p>See Temporary Part-Time, Agency Temporary or Short-term Casual</p>

Note: All references to benefits refer to health & welfare benefits.