
Classification of Staff

Staff Manual

Approving Authority: President

Established: January 2013

Date of Last Review/Revision: December 2018 (no substantive changes)

Office of Accountability: Human Resources

Administrative Responsibility: Human Resources

Policy Statement

The purpose of this policy is to define the term “staff” as it applies to individuals employed by St. Jerome’s University. Persons employed outside these classifications are considered casual employees.

Classifications are based on appointment duration and hours worked per week, two key factors in determining benefit and policy eligibility. In the case of regular staff, classification is further defined by responsibility.

Scope

St. Jerome’s University employees that are within a certified bargaining unit or a specifically articulated employment contract are not categorized within the classification of staff.

Classifications

- Full time: Staff members who are appointed to a full-time position of not less than 35 hours per week.
- Part time: Staff members who are appointed to a part-time position of at least 15 hours per week but less than 35 hours per week.
- Regular: Full- or part-time staff members who are appointed to an ongoing position (i.e., no fixed end date). Department/Function Leads or Supervisors are regular staff members who hold positions in support of the institution and who have expanded leadership, supervisory or managerial duties as defined in their job descriptions and position accountabilities. Support Staff are regular staff members who hold positions in support of the institution.
- Contract: Staff members who are appointed to a position where duration, and in some cases hours worked per week, are fixed (e.g., maternity leave replacement).