

### Employment Status Definitions

For the purposes of these materials, the following definitions for each employee status apply. These are based on language found in the City's various collective agreements.

**Permanent Employee:** An employee who completes the required probationary period of a permanent position and may be full-time or part-time, most are full-time.

**Provisional Employee:** An employee who is engaged in temporary service with the City and completes the required hours in a 36-month period within the scope of their respective collective agreement. About 60 percent of provisional employees are full-time and work in a seasonal capacity.

- CUPE and IBEW: Employees are required to work 1,944 hours within a consecutive 36-month period of temporary service within the union's jurisdiction to obtain provisional status.
- CSU: Employees are required to work 1,755 hours within a consecutive 36-month period of temporary service within the union's jurisdiction to obtain provisional status.

Almost 90 per cent (963) of these provisional employees reside in the City's largest public-facing operational departments: Community Services and City Operations. The Community Recreation and Culture branch and the Parks and Roads Services branch are responsible for hiring the majority of these employees. Provisional employees work in a variety of different roles. The most common occupations include: Labourers, Lifeguards, Recreation Technicians, Recreation Facility Attendants, Refuse Collectors and Arena Attendants.

**Temporary Employee:** An employee who fills a position on a temporary or seasonal basis for a predetermined time period. This includes part-time and ongoing employees who work less than the hours required for provisional or permanent status. More than two-thirds of these employees are part-time.

Almost 90 per cent (1,434) of these employees reside in the largest public-facing operational departments: Community Services and City Operations. The Community Recreation and Culture branch makes up 1,041 of these employees and almost all are part-time. Roles include: Program Specialists, Aquatic

## Attachment 1

Instructors, Lifeguards, Recreation Technicians and Recreation Facility Attendants.

It is also important to differentiate 'temporary up to 11 month' assignments from 'temporary ongoing' employees.

**Temporary up to 11 Month Assignments:** These assignments are required for a specific duration, and have a defined start and end date.

**Temporary Ongoing Assignments:** These assignments are casual in nature, are typically found in Community Services and have a continuing employment relationship. Shifts are not guaranteed, and employees are scheduled for work as required.