

SAMPLE EMPLOYMENT STATUS POLICY

PURPOSE

To define the different types of employment status for employees of the First Nations Health Organization

POLICY

The First Nations Health Organization shall classify the employment status of its employees according to their progress with the organization and their terms of employment.

POLICY APPLICATION

The following represents the basic categories and/or status of employment of the First Nations Health Organization:

Probationary Status

1. A probationary status refers to an employee who is currently on probation with the Health Organization.
2. To determine a new employee's suitability for employment, the employee will be placed on a mandatory three-month probationary period.
3. Probationary status allows the First Nations Health Organization to monitor the work habits and performance of the employee to ensure that the employee meets the employment standards of the organization.
4. The successful candidate will be required to sign a "Probationary Employment Form" with the First Nations Health Organization on the first official day of employment
5. The probation period will be held for a period of three months. Two weeks prior to the completion of the three-month timeframe an evaluation of the employee will be conducted.
6. The probation evaluation will review the employee's work performance to determine whether that employee will continue to be employed as a "regular" employee or whether the employee will be released from the duties of employment.
7. Upon completion of the three-month probationary period by the employee, a performance appraisal will be completed by the Director of Health and/or immediate supervisor. Completion of the appraisal may result in the following:
 - Unsatisfactory Assessment: The employee may be discharged or remain on probation for an extended period from one to three months, if applicable. Should the employee not improve performance within the probationary period, the employee is subject to termination.
 - Satisfactory Assessment: The employee shall be taken off the probationary period and employment status will be moved to regular and/or full time employee status.
8. The probationary appraisal will be completed with the employee by the Director of Health and/or immediate supervisor. The appraisal is to be signed by both parties and then placed in the employee's personnel file.
9. Upon a successful appraisal, the employee will then be required to sign a "Confirmation of Employment Status Form".

10. Within the probationary time period, the employee is subject to a summary dismissal at any time without notice. The probationary employee may have the opportunity to terminate his/her employment with notice during the probationary period. However, should a probationary evaluation result in the release of an employee, the employee has no recourse to the Health Organization for any type of litigation of wrongful dismissal.
11. The probationary period will not apply to independent contractor(s) working with the First Nations Health Organization. Contractor(s) will be subject to review and evaluation as stipulated on the contractual arrangements.

Regular and/or Full-Time Status

1. Regular or full-time status refers to an employee who has progressed through the probationary status period and, after an evaluation, has been granted regular status within the organization.
2. Regular status employees will be subject to an annual work performance evaluation.

Regular Part-Time Status

1. Part-time status refers to an employee who employed on a part-time basis and works less than forty hours per week.
2. A part-time employee who is also subject to a three-month probationary period and must be evaluated at the end of the probationary period to be granted regular part-time status within the organization.
3. Part-time employee work hours per week will be determined at the onset of part-time arrangement per employment.
4. Regular part-time status employees will be subject to an annual work performance evaluation.

Term Employee

1. Term status refers to an employee who is employed for a fixed length or period of time.
2. Term status employees may not be subject to a probationary period if the employment term is less than three-months. However, in cases where the term period is more than three months, the employee may be subject to a three-month probationary period. Conditions for probation will be outlined within the terms of reference for the position and will be explained at the commencement of employment.
3. The timeframe of the total term for employment will be determined at the onset of employment.

Contract Status

1. Contract status refers to an arrangement set out by the First Nations Health Organization and an individual and/or group who have formulated a formal agreement between the two parties to deliver (goods or services) or to render an act on mutually agreed terms that states the terms of such an agreement.
2. Employee status classifications as outlined in this policy will not apply to contract arrangements but rather the performance of the individuals and/or group will be determined on the basis of the terms agreed upon and deliverance of such terms.

Other as Deemed Necessary and/or Applicable

1. Other employment arrangements may be arranged in accordance with the goals of the Health Organization. These may include (but are not limited to) secondment and/or interchange arrangements.
2. Any employment arrangements under this classification will be subject to the terms of agreement at the onset of employment.