

POLICY 8.24 – Employee Types

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Subject: Employee Types

Approving Authority: Board of Governors

Responsible Officer: Associate Vice-President (Human Resources)

Responsible Office: Human Resources

Related Procedures:

Related University Policies:

Effective Date: May 4, 2017

Supersedes: September 10, 1999 [*Previously MAPP 8.35 – Employee Types*]

I. PURPOSE

This policy describes how the applicable policies apply to employees in positions represented by Select Administrative Group Employees (SAGE).

II. DEFINITIONS

A “**Regular Full-Time Employee**” means an employee who is employed in a continuing position at Western.

A “**Term Employee**” means an employee who is employed by Western:

- a) to replace a Regular Full-time employee(s) temporarily absent for any reason (e.g., leave of absence, sick leave, pregnancy leave, parental leave); or
- b) in a position which Western reasonably expects at its commencement will end at a definite and predetermined time.

III. POLICY

- 1.00 Regular Full-Time Employees who are employed in positions represented by SAGE (as further described in [Policy 8.1](#)) shall be SAGE members and are covered by of all applicable SAGE policies.
- 2.00 Term Employees are not members of SAGE and are not subject to the SAGE Policies. The terms and conditions of employment of Term Employees are outlined in the employment offer and are in accordance with the *Employment Standards*.