

INTRODUCTION AND DEFINITIONS

Effective Date: April 22, 2002

Originating Office: Human Resources

Supersedes /Amends: B-1

Policy Number: HR-1

INTRODUCTION

Human Resources policies deal with matters related to Concordia University employees. They are issued as a support to the efficient and effective management of the University's staff.

DEFINITIONS

Unless specified otherwise in a particular policy, the following definitions apply:

“Department Head” includes Deans, Academic Department Chairs as well as Directors or Managers of administrative units as applicable.

“Employee” refers to someone who is hired to work full-time or part-time in a permanent or a temporary position at the University.

“Establishment position” refers to positions which are approved and funded by the operating budget of the University.

Employees must meet all the following criteria to qualify for the appropriate category of appointment:

Permanent full-time appointment

- working a minimum of 35 hours per week
- filling an establishment position on a continuing basis
- paid on a salary basis.

Permanent part-time appointment

- working less than a full work schedule throughout the year
- filling an establishment position on a continuing basis
- paid on a salary basis.

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Temporary, full-time appointment

- working a minimum of 35 hours per week
- individual party to an employment contract for a stated period and subject to continuation or renewal
- paid on a salary basis.

Temporary, part-time appointment

- working less than 35 hours per week
- individual party to an employment contract for a stated period and subject to continuation or renewal
- paid on a salary basis.

Casual appointment

- hired to carry out a specific function or activity, regardless of duration
- paid on an hourly basis.

GENERAL PROVISIONS

1. The University publishes Human Resources policies as a means of communicating its principles on the management of its staff. Through its policies, the University also provides a framework for decision-making and consistency in the management of staff.
2. These policies apply to the employees identified in the scope of each policy.
3. These policies are to be administered in concert with relevant federal and provincial legislations and any relevant collective agreement provisions. Where there is a conflict between University policy and government legislation, the latter shall prevail. Where there is a conflict between University policy and a collective agreement, the latter shall prevail. Advice or assistance in these matters is provided by the Department of Human Resources and Employee Relations (Human Resources).
4. In these policies, the masculine form includes the feminine form and the singular includes the plural.

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5. A French version of these policies is available.
6. These policies or the revision to these policies, become effective on the date of issuance and do not apply retroactively.

PROCEDURE

7. Human Resources is responsible for developing and issuing these policies and any revision to them.
8. Any new policy as well as any revision to any policy is to be approved by the President's Executive Group.