

| | | |
|--------------------|---|---------------------------------|
| 4. | PERSONNEL | |
| 4.2. | Types of Appointment & Hours of Work | |
| <i>Effective</i> | <i>1986</i> | <i>Revised 1992, 2003, 2006</i> |
| <i>Next Review</i> | <i>2011</i> | |

4.2.1. **Types of Appointment**

- 4.2.1.1. Supervisor is the Librarian or a designate.
- 4.2.1.2. Full-Time employees are engaged to work on an established schedule of 35 hours per week.
- 4.2.1.3. Regular Part-Time employees are engaged to work less than 35 hours per week but have regular hours of employment.
- 4.2.1.4. Casual Part-Time employees are engaged to work periodically and their employment is viewed as temporary and at the discretion of the supervisor.

4.2.2. **Hours of Work**

- 4.2.2.1. Full-time employees will be required to work 35 hours per week.
- 4.2.2.2. Overtime, beginning after 35 hours and when requested by the supervisor, will be paid at time and a half.
- 4.2.2.3. Employees will be required to notify the supervisor in case of absence or lateness.