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Policy #: HR-001  
TITLE: Employment  
Date issued: June 24, 2009  
Date last revised: \_\_\_\_\_  
Authorization: Chief Executive Officer

## 1.0 INITIAL OFFER OF EMPLOYMENT

The initial offer of employment will specify the position for which an incumbent is being employed, the starting salary, insured benefits and vacation to which the employee is entitled, and any specific understanding with respect to hours of work.

Employment is also governed by the terms and conditions of employment specified in this policy, which may be amended from time to time BY THE Board of Directors of ISI.

The Chief Executive Officer of ISI, with appropriate Board of Directors approval, will document all offers of employment.

## 2.0 THE HUMAN RIGHTS ACT

ISI subscribes to the principles and requirements of the Nova Scotia Human Rights Code. Staff is assured that, in their employment with ISI, each person is equal in rights without regard to race, color, religion, creed, ethnic or national origin, age, sex, marital status or physical handicap

## 3.0 DOCUMENTATION

Upon employment, you will be documented for payroll in a personnel office of Dalhousie University, so contracted to provide this service to ISI. This will normally occur within the first week of employment. During this documentation session, the employee will be given the details of ISI's insured benefit program, the sharing costs, etc. The employee will file, with ISI through Dalhousie University, any necessary documentation in respect of personal income tax exemptions and appointment of beneficiaries.

## 4.0 EMPLOYMENT CATEGORIES

- 4.1. **Regular Full-Time** – Work is not less than the normal working hours per week in an established position and on a continuous basis.
- 4.2. **Regular Part-Time** – Work is less than the normal working hours per week, but 50% or more of full-time, in an established position and is based on a regular and predetermined schedule.
- 4.3. **Other Part-Time** – Work is less than normal working hours per week, but less than 50% of full-time, in an established position and based on a predetermined schedule.
- 4.4. **Casual** – Employment whereby the staff member works on a call basis and has the right to work or not work when called
- 4.5. **Temporary** – Employment in a job established for a specific period of time or for the duration of a specified project or a group of assignments of less than one year's continuous duration.



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## 5.0 ASSESSMENT

All staff are subject to an initial formal assessment period of six (6) months continuous employment, excluding approved absence, and sick leave. A system of ongoing performance appraisal will apply thereafter.

The purpose of the assessment period is to ensure that staff has the necessary ability, skill and interest to perform in the position to which they have been appointed, and to correct any placement errors. It also affords the staff member an opportunity to assess ISI and the role to which he or she has been assigned. It is a time when the staff member would feel free to discuss his or her progress and performance with the immediate supervisor.

The assessment period may be extended by mutual consent. In the event that employment is terminated during the assessment period, four (4) weeks notice will be given, other than in instances of disobedience, misconduct, or neglect of duty..

## 6.0 REVISION HISTORY

Issued: \_\_\_\_\_

Revised: \_\_\_\_\_