

Policy and Procedures

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Title: Part Time / Per Diem Employment

Date issued / last revision: December 29, 2003

Date effective: Immediately

Part Time / Per Diem Employment

Statement:

Due to the increased training requirements and the costs associated with our enhanced standard of care it is no longer feasible or even prudent to maintain employees on the roster who do not work on a fairly regular basis.

Purpose:

To establish the policy and procedures regarding the acceptable minimum number of hours worked per month.

Scope:

This policy applies to all part time and per diem employees.

Policy:

1. A part time / per diem employee is defined as:
 - a. An employee that does not meet the definition of a full time employee. Refer to *Full Time Employment* for further information.
2. All employees must work a minimum of one 8-hour shift in every 30-day period to remain on the active duty roster.
3. Minimum hours worked will be evaluated on a tri-monthly basis and decisions to move employees to inactive status or terminate employment will be made on a case-by-case basis at that time.
4. Although CMT believes that 8 hours per month is not an unreasonable requirement, exceptions may be made for extenuating circumstances.
5. Leaves of absence will continue to be granted on a case-by-case basis. (Refer to *Family Medical Leave Act* policy).
6. All employees will be paid on a bi-weekly basis. The rate of pay will be determined by the position held with CMT and will be determined on an individual basis.