

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Status Change	SECTION: S POLICY: 6
DATE: August 2009	Administrator's Signature: _____	
REVISION DATES: September 2010, November 2012		

**STATUS CHANGE
(FULL-TIME to PART-TIME or PART-TIME TO FULL-TIME)**

POLICY:

To ensure an orderly transition for staff changing status from full-time to part-time and from part-time to full-time and to provide Leamington Mennonite Home effective administration of human resources.

PROCEDURE:

- A staff member, who wishes to effect a permanent change in their employment status with LMH, must commence the process with a written request, providing minimally, 6 weeks' notice to LMH. Alternatively, a staff member shall apply for a Job Posting (existing vacancy) in accordance with the provisions of the employment contract/collective agreement.
- A status change should be effective with the commencement of a schedule or the commencement of a pay period.
- Department Leaders, in conjunction with Administration, shall, for optimal staffing, determine the number and composition of positions within their Department.
- Where a part-time employee transfers to full-time, all benefits (i.e. sick leave, health and welfare etc.) which are applicable for the full-time, but not the part-time employee, shall commence on the first day of the month that occurs after the 30 day trial period is complete. Until such time, the employee shall continue receiving part-time benefits in lieu.
- Where a full-time employee transfers to part-time, they will continue full-time benefits to the last day of the month in which they transfer. Where the intent of the staff member is to terminate full-time employment, there will be no 30-day trial period. The staff member will commence and start part-time in lieu of benefits on the first day of the following month.
- Seniority calculations will be completed by the LMH Payroll Clerk and shall be reflected on the schedule and/or call-in lists in accordance with the accrued seniority, for the posting of the next schedule. Scheduling shall be based upon a review of the prior 6 months worked schedule of the transferring employee together with the skills, abilities, call-in availability, scheduling practices and needs of the Department.
- Applications to external agencies (i.e. CPP etc.) shall have no bearing upon LMH seniority calculations.

- Vacation entitlement calculations are outlined in the LMH Vacation Entitlement Policy & Procedure V-1 and are determined by the Date of Transfer, Seniority and eligible vacation time utilized by the transferring employee for the balance of the vacation year. This calculation is completed by Human Resources.
- Employees may not avail themselves of the status change procedure for a period of 1 year if they have transitioned from full-time to part-time and back to full-time.