

**STATEMENT of POLICY and PROCEDURE**

Manual:	Human Resources	SPP No.	<b>HR 2.18</b>
Section:		First Issued:	December, 2015
Subject:	<b>Employee &amp; Non-Employee Classifications</b>	Effective:	December, 2015
Issue to:	All Manual Holders	Page:	1 of 3
		Replaces:	<b>December, 2015</b>
Issued by:	Chief operating Officer	Approved:	February 16, 2018

**POLICY**

This Policy outlines the definition of employees and non-employees, as well as their categories within the Thunder Bay Regional Health Research Institute (TBRHRI). This policy forms the basis for remuneration and benefit policies (*TBRHRI HR2.05 Benefits*).

**PROCEDURE**

Employee Classifications

**SENIOR MANAGEMENT**

The TBRHRI Senior Management shall consist of the following personnel:

- Chief Executive Officer
- Chief Operating Officer
- Chief Scientist

**MANAGEMENT**

Management shall be comprised of the following classifications:

- Any position with the suffix or prefix of Director
- Any position including the prefix or suffix Manager - with direct reports and/or fiscal responsibility over a functional centre

**SCIENTISTS**

The Scientists shall be comprised of the positions which following:

- Scientist
- Clinician Scientist
- Associate Scientist/Clinician
- Emeritus Scientist
- Visiting Scientist



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Title	Primary Employer	Status with TBRHRI	Funding Source
Scientist	TBRHRI or LU	Employee or through an Agreement with LU	TBRHRI or LU
Associate Scientist/Clinician	Other-Industry or Academic	Affiliation Agreement with primary employer	From primary employer
Emeritus Scientist	Prior contribution as a TBRHRI Scientist	Title status only	None
Visiting Scientist	Other-Industry or Academic	No status with TBRHRI – letter in place with primary employer	None

**RESEARCH TRAINEES/SUPPORT STAFF**

- Post Doctoral Fellows
- (Physician) Research Assistants
- (Senior) Research Associates
- Research Coordinators
- Technicians

**SUPERVISORY GROUP**

The Supervisory group shall be comprised of:

- Any individual that may have direct reports or provide direction or supervision over staff as a part of their job description
- As defined by the OH&S Act

**NON-MANAGEMENT GROUP**

The Non-Management Group shall consist of any other Institute employee not elsewhere classified in the Management Group.

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**GRANT FUNDED INDIVIDUAL (GFI)**

Any individual whose remuneration is funded by researcher grants is not considered a permanent employee of the Institute.

**INDEPENDENT CONTRACTORS**

Any individual who is not an employee of the Institute and who is contracted to perform a specific task or set of tasks over a defined contract duration.

**GRADUATE STUDENTS (or 'Students')**

Any person enrolled in a university program and not paid as an employee of the Institute.