

3. **Workforce Composition**

Spectrum Society's workforce is comprised of employees, contractors and volunteers who all play a role in fulfilling our mission in the community and helping us meet our obligations to individuals, families, funders and other stakeholders.

As a non-profit society, Spectrum is governed by a board of directors who are elected from the membership of the organization and serve in a voluntary (unpaid) capacity. In addition to the board of directors, Spectrum welcomes the support of volunteers who assist with special events and serve on committees. We also provide practicum placements for post-secondary students pursuing fields of study related to community support. For more information on volunteers and practicum students, please refer to Policy #7: Working with Volunteers, Practicum and Work Experience Students.

Spectrum's shared living services are provided by caregivers who are independent contractors. The shared living coordinator oversees caregiver recruitment and contracting. All of our other services are staffed with Spectrum employees who are hired through our HR department.

Classes of employees

- (a) **Permanent full time employee**
Those employees who are engaged on a full time basis (20 or more assigned permanent hours per week), and qualify for full benefits. Asleep night shifts are calculated based on the ratio of 1 hour of asleep night rate equals 0.6 hours of CSW rate. A 10 hour asleep night shift would count for 6 permanent hours towards benefits. See Personnel Policy #9: Health and Welfare Benefits for a description of the benefits.
- (b) **Permanent part time employee**
Employees who work less than 20 assigned permanent hours per week.
- (c) **Temporary employee**
Employees may be hired for time-limited positions, or for special projects approved by the Co-Directors or HR, including employees hired under the auspices of the Federal or Provincial Special Employment Programs. As well, employees may be hired on a temporary basis to replace employees on leaves of absence.
- (d) **Relief**
Relief employees work on an hourly basis and do not have assigned permanent hours. Relief employees provide their availability to HR and are responsible for keeping their availability up to date. Unless otherwise approved by HR, relief employees must work a minimum of one shift per month to remain active on the relief list.