



*to determine whether position is represented or non represented please check with HR

Points to take into consideration when filling out a PMF form

Position types:

1. If position is represented, options are career or limited. If over 1000 hours, then choose **career**.
 •Example of most common represented positions: SRA, Lab Assistants/Helpers, Ag Techs, Blank Assistants, Admin Officer 2's, custodians, and mechanics.
2. If position is not represented, options are career, contract, or limited. If less than 1000 hours, then should be limited. If over, it should be contract or career.

Soft funded (e.g. grant funded) employees may be considered for career if:

1. If there is approved perspective funding for 4 years, they may be considered for a career position.
2. If your grants are approved on a year-by-year cycle and can show that grant has been funded for at minimum the last 4-5 years, they may be considered for a career position.

These will be considered on a case-by-case basis.

*Note an open recruitment is still required when considering a career position