

EFFECTIVE DATE: December 9, 2011

PRINCIPLES: The Alberta Apprenticeship and Industry Training Board recognizes that:

- self-employed individuals may be valuable contributors on industry committees;
- the specific situations of self-employed individuals vary considerably,
- self-employed individuals may meet some, but not all, of the criteria for both employee or employer representatives, and
- rigidly defining all self-employed individuals as either employee or employer representatives may restrict the ability of some trade committees to find and retain members.

PURPOSE: To enable self-employed individuals to serve on industry network committees as either an employee and employer representative depending on the circumstances of the self-employment.

POLICY: A self-employed individual may be eligible for appointment as either an employee or employer representative on a local apprenticeship committee, provincial apprenticeship committee or occupational apprenticeship committee subject to the following guidelines.

GUIDELINES:

- A self-employed individual may serve as either an employee or employer representative as follows:
 1. Where an individual is self-employed, is working on tools of the trade at least part-time and does not have people employed by him/her, the individual shall serve as an employee representative.
 2. Where an individual is self-employed, is not working on the tools of the trade at least part-time and has people employed by him/her, the individual shall serve as an employer representative.
 3. Where an individual is self-employed, is working on tools of trade at least part-time and has people employed to work for him/her, the Industry Network Committee (INC) shall assess who the individual best represents (employee or employer) based on information and a recommendation provided by the Committee secretary and the following factors:

- number of employees,
 - anticipated length of employment of employees (e.g., short-term, permanent),
 - extent to which the self-employed individual works on the tools of the trade.
- A self-employed individual includes, but is not limited to, contractors, subcontractors, owners/operators/presidents of their own companies.
 - **Eligibility for Continued Membership:**
A self-employed individual serving as either an employee or employer representative on an industry committee whose specific situation with respect to the factors listed above has changed since being appointed, shall generally be allowed to serve out his/her current term and then be reassessed before being reappointed.

If the specific situation of the self-employed individual has changed significantly such that he/she is no longer able to represent the employees or employers he/she was appointed to represent, the individual should be asked to resign. If the committee member will not voluntarily resign, the matter should be referred to the INC for consideration.