

	Policy: Employee Status Definitions	Effective Date: 5-19-92
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	Policy Number: HR-27	Page 1 of 1
	<i>Jerry Cox</i> <hr/> Jerry Cox, City Manager	<hr/> Human Resources Responsible Party

Purpose

For the purpose of this policy, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

FULL-TIME EMPLOYEE. An employee who is in a position for which an average work week equals at least the number of hours designated by the City Council as full-time, and continuous employment of at least 12 months is required by the city.

PART-TIME EMPLOYEE. An employee who is in a position for which an average work week of at least 20 hours and less than 40 hours and continuous employment of at least 12 months is required by the city.

REGULAR EMPLOYEE. An employee appointed to a full- or part-time position who has successfully completed the designated probationary period.

PROBATIONARY EMPLOYEE. An employee appointed to a full or part-time position who has not yet successfully completed the designated probationary period.

TEMPORARY EMPLOYEE. An employee appointed to a position for which either the average work week required by the city over the course of a year is less than 20 hours, or continuous employment required by the city is less than 12 months.

TRAINEE. An employee status when an applicant is hired (or employee promoted) who does not meet all of the requirements for the position. During the duration of a trainee appointment, the employee is on probationary status.
(Ord. passed 5-19-92)