City Personnel Policy

EMPLOYMENT STATUS

POLICY: 204

Council approval: # Pages: 2

POLICY:

It is the policy of the City to assign an employment status to all City positions. Employment status shall be determined by the number of hours to be worked and the duration of the work assignment.

APPLICABILITY:

All employees.

PROCEDURE:

1. Upon hire, employees will be assigned one of the following employment status designations:

   A. Regular Full-time – an employee engaged in full-time work; who has a normal work schedule of at least forty (40) hours; and the duration of the work assignment is continuous in nature with no time limitations. Regular full-time employees shall be eligible for full benefits including those outlined in Policy 503: Group Health, Life, Dental, Optical, and Long Term Disability Plans as authorized by the City Council subject to any restrictions for a particular benefit.

   B. Regular Part-time – an employee engaged in part-time work; who has a normal work schedule of less than forty (40) hours; and the duration of the assignment is of a continuing nature with no time limitations. Regular part-time employees shall be eligible for those benefits as expressly specified in the Personnel Policies. Benefits for regular part-time employees shall be given based on a pro ratio of the number of scheduled work hours of the employee to full-time. Per Policy 503: Group Health, Life, Dental, Optical, and Long Term Disability Plans any regular part-time employees who are scheduled to work at least twenty (20) hours per week are eligible to participate in group health insurance only. Per the IRS, if a regular part-time employee is employed on average at least thirty (30) hours of service per week, or 130 hours of service per month they shall be considered a regular full-time employee for health care related benefit eligibility only.

   C. Seasonal – an employee who is hired into a position where the duration of the position shall not exceed six (6) consecutive calendar months. Seasonal employees need to have a minimum gap of 13 weeks between periods of

employment. Seasonal employees shall not be eligible for any benefits. Seasonal employees are employed at the will of the City and are subject to termination at any time, for any reason, with or without notice, and with or without cause.

2. Any regular change in the hours worked or duration of a position that would affect the employee's eligibility for any benefits including those outlined in Policy 503: Group Health, Life, Dental, Optical, and Long Term Disability Plans must be approved by the Director of Human Resources before the effective date of change.

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