

CITY OF COMMERCE

ADMINISTRATIVE POLICIES

TYPES OF EMPLOYMENT AND ELIGIBILITY FOR BENEFITS

1.0 PURPOSE

To establish guidelines and definitions for types of employment and for entitlement to benefits.

2.0 POLICY

2.1 The types of City employment are:

- A. Probationary Employee:** An employee on a trial status during the initial period of employment. All newly hired City employees are on a probationary status. Police officers and firefighters will serve a one (1) year probationary period. All other positions will serve a six (6) month probation period.
- B. Regular Full-Time Employee:** An employee, who has successfully completed the probationary period, is assigned to a position which is expected to continue for an indefinite duration, and works a shift schedule which will total no less than 2080 hours per year.
- C. Regular Part-Time Employee:** An employee, who has successfully completed the probationary period, is assigned to a position which is expected to continue for an indefinite duration, and works a shift schedule of 20 hours or more, but less than 40 hours, per week.
- D. Temporary Full-Time Employee:** An employee whose work assignment is limited in duration to six (6) months or less, and works a shift schedule which on an annual basis would total no less than 2,080 hours.
- E. Temporary Part-Time Employee:** An employee whose work assignment is limited in duration to six (6) months or less, and works a shift schedule which on an annual basis would total less than 2,080 hours.
- H. Student Intern Employee:** An employee who is regularly enrolled as a student in a recognized educational institution and is assigned to a full or part-time position which, in the case of post-secondary students, is related to the student's course of study, and which will continue for no longer than the then current semester or term at the student's school; provided, however, that subsequent work assignments may be made for the same student for periods which correspond to the student's subsequent semester

or term.

- 2.2 Employee compensation will be stated in terms of annual salary or hourly wage.
- 2.3 Employees classified as regular full-time employees will receive all employee benefits provided by the City. Probationary employees who, upon successful completion of their probationary periods will be regular full-time employees, will be entitled to the same benefits as regular full-time employees, subject to applicable eligibility provisions and times period.
- 2.4 Regular part-time employees may be entitled to pro rata vacation, holiday, sick leave and bereavement leave benefits. Probationary part-time employees who, upon successful completion of the probationary period, will be regular part-time employees, will be entitled to the same benefits as regular part-time employees, subject to applicable eligibility provisions and time periods.
- 2.5 All other employee types will not receive benefits.
- 2.6 A temporary full-time or temporary part-time employee who becomes a regular full-time or regular part-time employee (with no break in continuity of service) will be granted retroactive credit for sick leave and vacation leave from the date of hire as a temporary employee.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in black ink, appearing to read "Ryan M. Kinney", is written over a horizontal line.

typemp.adp