

<b>CITY OF APPLETON PERSONNEL POLICY</b>	<b>TITLE: EMPLOYEE STATUS</b>	
ISSUE DATE: March 16, 2000	LAST UPDATE: May 9, 2005 February 2009 January 2010 April 2014	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: All City Employees	TOTAL PAGES: 3
Reviewed by Legal Services Date: February 2000 June 2009 June 2014	Human Resources Committee Approval Date: March 9, 2000 September 23, 2009 July 21, 2014 November 24, 2014 <b>October 23, 2017</b>	Council Approval Date: March 15, 2000 October 21, 2009 August 6, 2014 December 3, 2014

I. PURPOSE

The purpose of this policy is to define employee status categories for non-represented employees.

II. POLICY

All City of Appleton non-represented employees must fall under one of the defined categories of employee status.

III. DISCUSSION

The City of Appleton may hire full-time, part-time, temporary, seasonal, grant funded, student intern, co-op, limited term or temporary employees pursuant to the budgetary approval by the City Council.

IV. DEFINITIONS

A. **Regular Full-Time (exempt):** Employee who works a minimum of 2080 hours per year or 80 hours bi-weekly and not eligible for overtime or compensatory time for any hours worked beyond 40 hours per week. A full-time exempt employee is expected to work whatever hours necessary to complete the job they have been hired for. Employees who are classified as exempt are paid on a “salaried basis” meaning that the person will be paid the same full salary for any week in which work is performed without regard to the number of hours worked.

**Regular Full-Time (non-exempt):** Employees who work 2080 hours per year and are eligible for overtime after working 40 hours per week.

**Regular Part-Time (exempt):** Employees who are normally scheduled to work a minimum of 1040 hours per year but less than 2080 hours per year and are not eligible for overtime or compensatory time for any hours worked beyond their standard bi-weekly hours.

- B. **Regular Part-Time (non-exempt):** Employees who are normally scheduled to work up to a minimum of 1040 hours per year but less than 2080 hours per year and are eligible for straight time pay for hours worked beyond their standard biweekly hours and for overtime after working 40 hours per week.

Regular part-time employees shall be eligible to receive pro-rated City fringe benefits, based on the approved budgeted position and pursuant to the Fringe Benefit Policy.

- C. **Part-Time:** Employees who normally work less than 1040 hours per year. Part-time employees are not eligible for benefits.
- D. **Temporary:** Employees hired to fill in on a limited basis with a specific start and end date. Temporary employees are not eligible for benefits.
- E. **Seasonal:** Employees hired to perform seasonal work for a specific time period. Seasonal employees shall not exceed 1200 hours in any 12 month period and are not eligible for benefits. Employment terminates at the end of the season.
- F. **Grant Funded:** Employees hired to perform work covered by a specific grant. Grant-funded employees may receive limited benefits dependent solely upon grant funding and based on regular status as defined above.
- G. **Student Intern:** Employees currently enrolled in college/technical college on a full or part-time basis; may continue as an intern for summer following graduation or semester whichever applies. Student interns are not eligible for benefits regardless of the number of hours they work.

~~H. **Community Service Officers:** Students who are part time limited term employees who shall not exceed 1500 hours per calendar year. Students must be enrolled and maintain a minimum of nine credits hours course work, in a post high school institution. Graduate students shall be required to maintain three-fourths of a full-time course load.~~

- H. **Community Service Officers (CSO):** The purpose of the CSO program is to give students or those considering a law enforcement career an opportunity explore and learn about the profession. Employees hired to perform CSO work are employed on a limited term basis, generally no longer than 3 years. The granting of an extension shall be the sole discretion and approval of the Chief of Police and the Human Resources Director, or designee. Eligibility requirements include either having obtained a minimum of 60 college credits (to be earned by the time the application is submitted), or must be a student who is actively enrolled in a post high school institution.

- I. **Co-op:** Employees enrolled in high school as part of the work experience program. Co-op students can remain a co-op for the summer following graduation. Co-op students are not eligible for benefits.

**J. Limited Term Appointments:**

- a) Emergency Appointments: Whenever there is a need to fill a vacancy and the Human Resources Director is unable to provide names of eligible candidates to the Department hiring, the Human Resources Director may authorize filling the vacancy by emergency appointment until proper recruitment can take place.
- b) Temporary Appointments: The Human Resources Director may authorize the appointment of a qualified individual on a temporary basis when the need exists. Such appointments generally shall not exceed one year in duration , unless authorized by the Human Resources Director.
- c) Temporary Agency needs: All departments shall coordinate their temporary employee needs through the Human Resources Department. The following guidelines shall be followed by departments who need temporary help:
  - 1) It will be the responsibility of the department in need of the temporary help to have sufficient money budgeted, pursuant to City budget guidelines, to cover the cost of the temporary employee over the anticipated period of need.
  - 2) Notice for assistance shall be made to the Human Resources Department as soon as possible but no later than 48 hours prior to the date needed.
  - 3) All screening and coordination of temporary employees shall be done by the Human Resources Department unless such employees are hired through a temporary agency. If a temporary agency is used all City position requirements must still be fulfilled (i.e. background, medical, etc.). If a temporary replacement is not working out, the department should contact Human Resources immediately.
  - 4) Departments must notify Human Resources and all proper paperwork must be forwarded and coordinated by Human Resources prior to employment.

- J. Departments must notify Human Resources before utilizing volunteers in a timely fashion to enable all paperwork and appropriate backgrounds to be completed.

**V. PROCEDURE**

The Department Director will inform Human Resources of the status of employee requested based on the department budget. Upon hire, employees will be notified through an offer letter as to what their employment status is with the City of Appleton. A copy of the offer letter will be signed by the employee & placed in the personnel file.