TYPES OF EMPLOYMENT

POLICY NUMBER: CEMS-003

PURPOSE:

This policy defines the types of employment recognized by the City.

POLICY:

The City establishes employment classifications so employees understand their employment status and eligibility for benefits. This policy also outlines employment requirements for employees who are 15 years old.

PROBATIONARY EMPLOYEE:

A probationary employee is hired to a fulltime position and is regularly scheduled to work at least 40 hours per week. Probation begins at the date of hire. The probationary period gives both the employee and supervisor time to determine whether continued employment is appropriate. Either the employee or the City may end employment during or at the end of the probationary period without penalty to either party.

For most City employees, the probationary period is the first nine (9) calendar months of employment.

The probationary period is twelve (12) months for the following employees:

- Sworn members of the Fire and Rescue and Police Department
- Communication Specialist for the Emergency Communications Center
- Department of Social Services employees, except Human Services Assistant
- Water and Wastewater Operators

If an employee moves to a new position, the City Manager or designee may require a new probationary period for training or transition. The employee must be notified in writing of this requirement before accepting the new position.

An employee who is separated during the probationary period may not appeal the decision, unless the employee claims the decision was based on race, color, religion, national origin, political affiliation, disability, gender, age, or any other factor not related to the job.

FULL-TIME:

A full-time employee is hired to an authorized position in the City's Position Classification Plan and has completed the required probationary period. Full-time employees may continue employment if the position is needed, funding is available, and the employee maintains satisfactory performance and conduct. Full-time employees are eligible for City benefits and are regularly scheduled to work at least 40 hours per week (48 hours for uniformed Fire and Rescue employees). Full-time employees are classified as exempt or nonexempt; refer to the Payroll and Timekeeping Policy for definitions.

PART-TIME:

A part-time employee may work up to 28 hours per week or 1,500 hours per year with no limit on length of employment. Part-time employees are not eligible for City benefits.

SEASONAL:

An employee who may work up to 40 hours per week, for no more than six (6) months at a time, primarily from April through October. Seasonal employees are not eligible for City benefits.

MINORS:

Employees who are 15 years old may be employed by the City only in positions, duties, and schedules allowed by Federal and Virginia child labor laws.

- Summer employment: For this policy, summer is defined as June 1 through Labor Day. A 15-year-old employee can work up to 8 hours per day and up to 40 hours per week. Hours worked must be between 7:00 am and 9:00 pm.
- School Year employment: A 15-year-old employee may work no more than 3 hours on a school day and no more than 18 hours in a school week. Work hours must be between 7:00 am and 7:00 pm and must not be scheduled during required school attendance or events.