

POLICY TITLE: Types of Appointment

ADOPTION/LAST REVISION: 7-9-96

- A. The purposes of this policy are to 1) categorize the status of employees of the Library by the type of appointment; and 2) thereby establish criteria by which distinctions in the level of employee benefits and the condition of employment are based.
- B. There are five types of appointment in the Library: probationary appointment; permanent full-time appointment; permanent part-time appointment over 20 hours per week; part-time appointment under 20 hours per week; and temporary/seasonal appointment.
 1. Probationary Employees: New, hired, or promoted employees who serve a prescribed period of close supervision and evaluation in order to assess their ability and adaptation. Probationary employment may be terminated at the will and discretion of the Library without advance notice, or by the employee.
 2. Permanent Full-Time Employees: Employees will be considered permanent full-time employees if they regularly work a minimum of forty (40) hours per week on a continuous basis following satisfactory completion of a probationary period and their positions are authorized and budgeted as 1.0 FTE (full time equivalent) or approximately 2,080 work hours annually. As such, full-time employees are eligible for full employee benefits, including group health and life insurance; sick leave; vacation leave; paid holidays; retirement; emergency leave; and other leaves of absence.
 3. Permanent Part-time Employees Above 20 Hours Per Week: Employees in this category regularly work a minimum of twenty (20) hours but less than forty (40) hours per week on a continuous basis and their positions are authorized and budgeted as, minimally, 0.5 FTE, or 1,040 work hours annually but less than 1.0 FTE, or 2,080 hours annually. As such, this category of employee is eligible for partial employee benefits, including group health and life insurance, with the employer's contributions for such employee benefit costs pro-rated on the basis of the number of annual hours budgeted divided by 2,080 hours.
 4. Part-time Employees Below 20 Hours Per Week: These employees work less than 20 hours per week on a continuous basis and their positions are authorized and budgeted as less than a .5 FTE or less than 1,040 hours annually but not fewer than 600 hours

- annually. This category of employee will not be eligible for any Library sponsored benefits or accrue any form of service credit.
5. Temporary/Seasonal Employees: Employees will be considered temporary or seasonal employees if they are appointed to jobs of a limited or specified duration, not to exceed 599 hours in any calendar year. Temporary/Seasonal employees may work either full- or part-time work schedules but will not be eligible to receive any Library sponsored employee benefits, accrue any form of service credit, or use the administrative review procedure to file formal grievances except in matter pertaining to alleged discrimination.
- C. As all employees are hired conditionally on the basis of continuing need, the employment status categories stated above or anything contained in these policies or procedures do not guarantee employment for any specified length of time. Rather, employment is a the mutual consent of the employee and the Library and can be terminated at will by the employee or the Library.

Reference: City Policy 3.130