

	<b>City of Cedar Park</b> <b>Human Resources Policy Manual</b>		
	<b>Types of Employment</b>		
	Number: B-6	Revision: 1	Effective Date: 5/10/2018

**1.0 Policy:**

The City maintains standard definitions of employment status and classifies employees for purposes of personnel administration and related payroll transactions.

**2.0 Procedure/Rule:**

- 2.1 Regular Full-Time. A regular full-time appointment is ordinarily a full-time employee, employed to hold an authorized regular position that involves at least 40 hours per week. A regular full-time employee is entitled to all City benefits.
- 2.2 Regular Part-Time. A regular part-time appointment is an employee, employed to hold authorized position that involves an average of less than 30 hours per week. A regular part-time employee may be eligible for limited City benefits.
- 2.3 Temporary. A temporary appointment is an employee hired to complete a specific project within a specified period of time. A temporary employee may be full-time or part-time. He/she is not entitled to any benefits other than Medicare, Social Security and Workers' Compensation. A temporary appointment shall be made for less than 1,000 hours per year.
- 2.4 Internship. An internship is considered a temporary appointment, and an intern shall work less than 1,000 hours per year. An internship may be paid or unpaid. An internship should be presented during the budget process; however, the City Manager may approve an internship during the fiscal year, provided funds are available in the department. An intern shall be enrolled in an accredited college or work program and must meet the qualifications set forth in the job posting.
- 2.5 Seasonal. Seasonal employment is considered temporary employment in which there is a recurring position that is of a limited duration, ordinarily specified in advance. The duration of the position shall be determined by the "seasonal period", e.g. summer, applicable to the position.
- 2.6 Emergency Temporary. Whenever an emergency exists which requires the service of personnel who are not otherwise available, the City Manager

may immediately appoint such personnel for a period not to exceed 90 working days without regard to normal recruitment and selection requirements. An emergency temporary appointment shall not be used to circumvent normal appointment procedures. The employee involved shall not acquire any status or rights in the position to which temporarily appointed.

- 2.7 Assigned Staff. A staff member assigned to the City but directly paid by another government or private organization is not an employee of the City.