

SECTION 4 – EMPLOYEE CLASSIFICATION POLICY

Effective 1/21/09
Replaces Policy _____
Dated _____

4.1 Policy.

It is the policy of the City to classify employees as regular or temporary; as full-time, part-time, or intermittent; and, as exempt or nonexempt for the purposes of compensation administration. In addition, the City may supplement the regular workforce, as needed, with other forms of flexible staffing.

4.2 Procedure.

- A. The Human Resources Department is responsible for classifying employees. Generally, employees are categorized as follows:
1. A regular employee is an individual that has been appointed to a classified or non-classified, exempt or non-exempt position with the City that is not of a temporary nature.
 2. A temporary employee is an individual who is hired either part-time or full-time for a specified, limited period to a temporary position with the City. A temporary employee may be classified as either exempt or nonexempt. A temporary appointment generally will not exceed six (6) months; any exception to this requires the written authorization of the City Manager. No City benefits are authorized.
 3. A full-time employee is an individual who works at least a 40-hour workweek. A full-time employee may be classified or non-classified, exempt or nonexempt. Fire Department sworn positions are considered full time per contract language in the collective bargaining agreement.
 4. A part-time employee is an individual who works a regular schedule that is less than a 40-hour workweek. A part-time employee may be classified or non-classified, regular or temporary.
 5. An intermittent employee is an employee that works full-time or part-time on an irregular, as needed, basis in a City position that is a regular appointment or is temporary in nature.
 6. A nonexempt employee generally is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act ("FLSA") and is typically paid on an hourly or basis.

7. An exempt employee is exempt from the provisions of the FLSA and is not entitled to overtime payments. Exempt employees typically are paid on a salary basis and include administrative, executive, and professional employees, and certain highly-skilled computer professionals.

Other flexible staffing classifications or arrangements may be added as needed, such as interns and grant-funded positions.

B. Temporary and part-time positions generally will be filled as follows:

1. The head of the department with the need will attempt to fill the position by transfers from within the department.
2. If the position cannot be filled from within the department, then the department head will submit a request to the Human Resources Department. The Human Resources Department will then try to fill the request by transferring an employee from another department with the City Manager's approval.
3. If it is necessary to hire temporary or regular part-time employees from outside the City, the procedures normally used in Section 5 recruitment will be followed.

C. Full-time employees who are given temporary transfers are not considered temporary employees unless their job has been eliminated and only temporary employment is available.

D. The City may use students and other similar applicants for flexible staffing purposes, as allowed by law. Applicants who are minors (age 18 and younger) generally will be required to provide a certificate of age. The Human Resources Department will handle the assignment of students to special temporary or part-time jobs that are part of training programs.

E. Regular appointment full-time employees are generally eligible for all City benefits; regular appointment part-time employees are eligible for retirement benefits and benefits required by law as well as voluntary benefits. An employee whose status changes from full-time to part-time may use any days of paid absence or vacation earned as a full-time employee. An employee whose status changes from a temporary appointment to a regular appointment will be considered as hired on the date of the change of status for purposes of eligibility for City authorized benefits. Information concerning eligibility for other City benefits, such as the retirement plan, is available from the Human Resources Department. Regular appointment intermittent employees are not eligible for city-paid benefits, except for benefits required by law, but may participate in voluntary benefits.

- F. All employees, regardless of classification, are generally considered to be employed “at will” and may quit or be terminated at any time.

4.3 New Positions.

- A. New positions may be created by the City Manager or upon request by a department head and the approval of the City Manager.
- B. All new positions are subject to budgetary constraints or the budget amendment process, as provided by the City Commission.

4.4 Job Descriptions.

Each regular appointment position will have a concise descriptive title, a description of the duties and responsibilities and a statement of the qualifications for filling such position. Job descriptions are developed and written by the HR Director, with the Department Director’s participation, and are submitted for approval to the appointing authority. Employees may be assigned other or additional duties and responsibilities as management determines is necessary for efficient operations.