



TOWN OF HILLSBOROUGH

PERSONNEL POLICY

POLICY 103

LAST REVISED 8/1/08

SUBJECT: EMPLOYMENT TYPES

PURPOSE: To establish guidelines and definitions for types of employment.

STATEMENT OF POLICY:

The following is an alphabetical listing of definitions of terms used to describe employment status with the Town. More than one term may be applicable to each position.

At-will Employee: Full-time and part-time personnel who serve at the pleasure of the City Manager or City Council, and who may be terminated at any time, with or without cause and with or without notice.

Exempt Employee: Employees who are classified as exempt from the overtime provisions of the Federal Fair Labor Standards Act. Generally, executive, administrative and professional employees are overtime exempt.

207(k) Exempt Employee: Safety employees defined under the Fair Labor Standards Act as being eligible for overtime compensation.

Full-time Employee: Employees who are regularly scheduled to and do work in excess of 30 hours per week.

Intermittent Employee: An employee qualified to work in one or more job assignments, who is on call to work at irregular intervals in one or more Town Departments.

Non-exempt Employee: Employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act. Non-exempt employees are eligible to receive overtime in accordance with the provisions of the Fair Labor Standards Act or, if applicable, Memorandum of Understanding.

Probationary Employee: All newly hired Town employees (except at-will employees) serve a twelve month probationary period unless otherwise determined by the applicable Memorandum of Understanding, during which their performance will be

evaluated and it will be determined whether to retain the employees as regular employees. Such employees cannot avail themselves of the grievance and appeal processes, and are subject to termination with or without cause and with or without notice.

Regular Employee: An employee who has successfully completed the probationary period and is assigned to an allocated position.

Represented Employee: An employee in a class that is covered by a Memorandum of Understanding with a recognized employee organization.

Supervisor: An employee who is responsible for supervising the day-to-day activities of employees and evaluating for the purpose of determining employment status and pay rate for one or more employees.

Student Intern Employee: An employee who is regularly enrolled as a student in a recognized secondary educational institution, and is assigned to a full- or part-time position which is related to the student's course of study.

Temporary Employee: An employee whose work assignment is limited to no more than 1,000 hours in a fiscal year or a period less than six months, and who is paid on an hourly basis for actual hours worked.

Unrepresented Employee: An employee in a classification that is not covered by a Memorandum of Understanding with a recognized employee organization.

Previous revision 7/24/01