

IV. TYPES OF APPOINTMENTS

4.1 REGULAR. Regular appointments are established where the position is considered to be a part of the regular complement needed for performing Municipal services and the employee has successfully completed his or her probationary period. Regular positions may be:

- a. Full-Time: Employees whose regular work schedule consists of eighty (80), eighty and one-half (80.5), eighty-four (84) or ninety-six (96) hours per pay period.
- b. Part-Time: Employees whose work is to be done during a portion of a workday, or workweek, and totals less than forty (40) hours a week on a regular basis.

4.2 TEMPORARY: A temporary appointment is an appointment to provide services on a temporary, interim, or seasonal basis. A temporary employee is an at-will employee who can be disciplined or discharged with or without cause, with or without notice, at any time, and whose employment can be terminated at the option of either the employee or the employer. Just cause is not required for any form of discipline or discharge of a temporary employee. Unless otherwise provided by state or federal law, temporary employees shall not receive or accrue any benefits, including but not necessarily limited to, vacation time, annual leave, sick leave, health insurance, retirement, and paid holidays. If an employee is assigned a regular appointment immediately upon completing a temporary appointment, the employee shall be entitled to receive sick leave and annual leave accruals retroactive to the beginning of their temporary appointment, unless there has been a break in service between the temporary appointment and the regular appointment.

4.3 PROBATIONARY. Every full-time or part-time regular appointment in the Municipality's employment service shall be preceded by a probationary appointment in which the employee serves in a probationary status. A newly hired or rehired employee with a probationary appointment is an at-will employee who can be disciplined or discharged with or without cause, with or without notice, at any time, and whose employment can be terminated at the option of either the employee or the employer. Just cause is not required for any form of discipline or discharge of such an employee during a probationary period.

An employee promoted or transferred from a regular appointment to a different position shall also serve a probationary period in which the employee can be returned to their previous position, if vacant; or returned to another position, if available, and if the employee is qualified for the position; or terminated. If an employee is returned or transferred during a probationary period, that return or transfer shall not constitute a demotion.

The length of a probationary period shall be six months, unless otherwise provided in these policies, federal or state law, and/or unless the Department Head, with approval of the Administrator, extends the probationary period.

4.4 DELETED.