



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Regular Part-Time Employees Policy
Creation Date: January 17, 2012
Revision Date: August 5, 2013
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: REGULAR PART-TIME EMPLOYEES

I. POLICY:

The City recognizes the value of part-time employment to both the employee and employer. Part-time employees might need or desire to work less than the traditional 40-hour week, and such employment opportunities can be used to address the City's staffing needs.

II. DEFINITIONS:

A. **Regular Part-Time Employee:** An employee who is regularly scheduled to work for no more than twenty-nine (29) hours per week.

III. PROCEDURES:

A. **Promotional Exams:** Regular part-time employees are eligible to take promotional examinations for full or part-time positions after successful completion of original probation in a regular part-time position.

B. **Part-time to Full-time Status:** Regular part-time employees who wish to be placed on an eligible list within the Certification Process for full-time employment in the same classification shall submit a written request to the Human Resources Director.

1. Names will be placed on such list in the order in which they are received.
2. Eligible employees will be sent to hiring official for interview in the order in which they are received.

C. **Full-time to Part-time Status:** A regular full-time employee may request a change in status from full to part-time. Such request must be in writing and will state the reason(s) for which the employee is requesting change to part-time status.

1. Requests will be granted on a case-by-case basis and

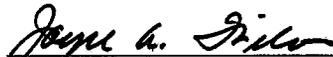
in as timely a manner as practicable, subject to the operating needs of the City.

2. Such requests shall be forwarded directly to the Human Resources Director who shall approve or deny.
3. Regular full-time employees who have been granted part-time status may seek a return to full-time status as described in this policy.
4. A status change from full to part-time will not affect the employee's seniority for pay and benefit accrual purposes.

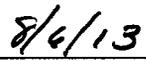
D. Temporary Appointments/Provisional Appointments:

Regular part-time employees may receive temporary promotions or provisional appointments to full-time positions.

APPROVED BY:



Joyce Wilson, City Manager



Date