
CITY OF KETTERING — ADMINISTRATIVE POLICIES

PERSONNEL POLICIES & PROCEDURES

8/06

Policy No. 501: Types of Employment - Employment Status

A. Types of Employment

1. **Regular Full-Time** - Employees whose scheduled hours of work are an average of forty (40) or more hours per week and whose position is indicated as “Regular Full-Time” in the Personnel Ordinance's Table of Organization.
2. **Regular Part-Time** - Employees whose average hours of employment are less than forty (40) hours per week and whose position is indicated as “Regular Part-Time” in the Personnel Ordinance's Table of Organization.
3. **Part-Time/Temporary** - Employees whose conditions of employment generally involve one or more, of the following: an intermittent, temporary, seasonal or cyclical work schedule; hours of work that may be sporadic or scheduled for a few hours per week, or up to forty (40) hours per week, during the term of employment; the incumbent's employment is closely tied to the continuation and/or adequate level of operation of a City program or project; the position is generally regarded as having a “temporary” status by the City's administration; and the position is indicated as “Part-Time/Temporary” in the Personnel Ordinance's Table of Organization.
4. **Special** - Employees who are hired by means of a contract/agreement, as authorized by the Personnel Ordinance, and whose compensation, benefits and conditions of work are provided for in such contracts/agreements. The number of such “Special Employees” (previously known as Contract Employees) to be hired, and the amount of their compensation, is controlled by budget dollar authorization instead of by the Personnel Ordinance. “Special Employees” usually have unique skills, provide a unique service and/or are employed under unique circumstances. Employment is on a temporary basis, subject to the term specified in each Special Employee's contract/agreement. Such term shall not be longer than one year.

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B. Civil Service Classification Status

1. **Unclassified Service** - The City Charter establishes the following groups of employees as being in the City's Unclassified Service:
 - a. All officers elected by the people.
 - b. All Directors of Departments and their assistants.
 - c. The City Manager.
 - d. Members of Boards and Commissions.
 - e. The Clerk of Council.
 - f. Secretaries to the Mayor, City Manager, Department Directors and of each Board and Commission.
 - g. Unskilled labor as defined and authorized by the Kettering Civil Service Commission.
 - h. Persons appointed to fill vacancies in elective offices.
 - i. All officers and employees appointed by City Council.
 - j. Provisional employees whose employment shall not exceed 120 days in one calendar year.
 - k. Any office or position requiring peculiar or exceptional qualifications.
 - l. Employees working less than full-time or who are seasonal or temporary employees as defined and authorized by the Kettering Civil Service Commission.

The City Charter empowers the Kettering Civil Service Commission with the authority to establish the Civil Service classification of positions not specifically established by the City Charter as being in the Unclassified or Classified Service of the City of Kettering. Employees in the Unclassified Service are not governed or protected by the City of Kettering Civil Service Rules. Employment of employees in the Unclassified Service is on an "employment at will" basis and at the discretion of the City Manager, except as otherwise provided in applicable bargaining agreements.

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2. **Classified Service** - Regular full-time employees not in the Unclassified Service, as noted in the preceding, are in the Classified Service. Employees in the Classified Service are governed by the City of Kettering Civil Service Rules, except where a bargaining agreement provides otherwise. Certain regular full-time positions are established as being in the Classified Service by the City Charter.

C. **Employment Status**

1. **Probationary** - A Classified regular full-time employee, or an Unclassified regular full-time employee covered by an applicable bargaining agreement, who is being evaluated by means of a working test period. During this set period of time, established by City of Kettering Civil Service Rules and/or applicable bargaining agreements, the employee is required to demonstrate, by actual performance, their fitness for the duties to which they have been assigned. An employee may serve a probationary period beginning from: original appointment; reinstatement; a new promotion; or as part of a disciplinary process to provide an additional evaluation period in lieu of immediate dismissal. Refer to Policy No. 504: Probationary/Introductory Period and applicable bargaining agreements.
2. **Introductory** - All other regular full-time and regular part-time employees not covered by a Probationary Period, as noted in the preceding, serve an Introductory Period beginning from: original appointment; reinstatement; a new promotion; or as part of a disciplinary process to provide an additional evaluation period in lieu of immediate dismissal. The difference between a Probationary Employee and an Introductory Employee is that following the Introductory Period, the Introductory Employee retains an “employment at will” status and continues to be employed at the discretion of the City Manager. The Introductory Period is typically 12 months in length. Refer to Policy No. 504: Probationary/Introductory Period.

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3. **Certified** - A Classified regular full-time employee who has received an appointment from a Civil Service eligible list or has been blanketed into the Classified Civil Service by action of the Kettering Civil Service Commission.

4. **Provisional** - An employee who has received a temporary appointment into a vacant Classified regular full-time position for which no Civil Service eligible list exists. The vacant Classified position may be at an entry or promotional level. Under certain City of Kettering Civil Service Rules, the Kettering Civil Service Commission may blanket a Provisional employee into the Classified Civil Service.

5. **Permanent** - A Classified regular full-time employee who has successfully completed their probationary period, as demonstrated by an overall performance rating of “Standard” or above, shall attain “permanent status” as defined by the City of Kettering Civil Service Rules. The term “permanent status” is derived from general Civil Service statutes and rules and only indicates that the Classified employee has completed their probationary period, and does not imply a contract or guarantee of permanent continued employment.

6. **Temporary** - An employee who has been appointed to a Classified regular full-time position for a limited period of time. Such an appointment may be made by the provisional appointment process, from an eligible list, or from any pool of applicants.

7. **Interim** - An employee who temporarily occupies the Classified position of a regular full-time employee, who is on an authorized leave of absence, until the incumbent returns to his/her position.

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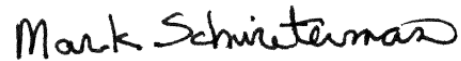
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The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

9/18/06

Date

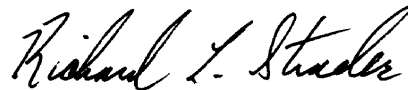


Mark Schwieterman
City Manager

Issued:

10/27/06

Date



Richard L. Strader
Director of Human Resources