



# ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES

## Policy No. 501: TYPES OF EMPLOYMENT-EMPLOYMENT STATUS

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### 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 up to twenty-eight (28) hours per week and whose position is indicated as "Regular Part-Time" in the Personnel Ordinance's Table of Organization. This classification of employees must follow the *PPACA: Employee Classification and Hours Reference Chart* for hour restrictions and rules; a copy of this chart is available in the Human Resource Department.
3. **Part-Time/Temporary** - Employees whose conditions of employment generally involve one or more, of the following: an intermittent, temporary, cyclical work schedule; hours of work that may be sporadic or scheduled for a few hours per week, or up to twenty-eight (28) 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. This classification of employees must follow the *PPACA: Employee Classification and Hours Reference Chart* for hour restrictions and rules; a copy of this chart is available in the Human Resource Department.
4. **Seasonal** – Employees who work an average of forty (40) hours per week for no longer than a designated six (6) month consecutive period in a position that is "customarily seasonal" are considered "Seasonal" employees. This classification of employees must have a six (6) month break in employment after the season ends and may only work in one classification. This classification of employees must follow the *PPACA: Employee Classification and Hours Reference Chart* for hour restrictions and rules; a copy of this chart is available in the Human Resource Department.
5. **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 and can be renewed. This classification of employees must follow the *PPACA: Employee Classification and Hours Reference Chart* for hour restrictions and rules; a copy of this chart is available in the Human Resource Department.

## **B. Civil Service Classification Status**

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.

## **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. 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. Refer to Policy No. 504: Probationary/Introductory Period.
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.

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:

12/20/22  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

12-22-22  
Date

Jenny Smith  
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Human Resource Director