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|  Town of Swansboro | Personnel Policy | | General Provisions Definitions | |
| | Number: Article I; Section 7 | Revisions: | Effective Date: November 20, 2012 | Page of 1 2 |
| | Supersedes: | | Approved By:  | |

ARTICLE 1 GENERAL PROVISIONS

Section 7. Definitions

Section 7. Definitions For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Appointed positions. An whose appointment is approved by the Town Board and who serves at the pleasure of the Board. This includes the Town Manager, Town Clerk, and Town Attorney.

Full-time regular employee. An employee who is hired to an allocated position and has completed the probationary period for which an average work week equals at least 40 hours, and continuous employment of at least 6 months, are required by the Town.

Part-time regular employee. An employee who is hired to an allocated position and has completed the probationary period for which an average work week of at least 20 hours and less than 35 hours and continuous employment of at least 6 months are required by the Town.

Probationary employee. An employee hired to a full or part-time position who has not yet successfully completed the designated probationary period. An employee who successfully completes the probationary period will be considered a regular employee of the Town.

Limited service employee. A person hired by the Town to perform designated services. Many work on a seasonal or short-term basis. Limited service employees are paid on an hourly basis only for hours actually worked and appointed to a position for which either the average work week required by the Town over the course of a year is less than 20 hours, or continuous employment required by the Town is less than 12 months. They are not eligible for benefits except those mandated by State and Federal government. If work continues for more than 12 months hours worked in a 12 month period cannot exceed 1000 hours.

Regular employees All full-time and part-time employees who have successfully completed their probation periods. (All Town positions are subject to budget review and approval each year, and employees must meet established standards of conduct and job performance. Reference to regular employees positions should not be construed as a right or contract to perpetual funding or employment.)

Trainee. An employee status when an applicant is hired (or employee promoted) who does not meet all of the requirements for the position. During the duration of a trainee appointment, the

employee is on probationary status.

Allocated position. An allocated position is authorized as a regular position by the Town Board. Regular allocated positions are assigned a specific job title, salary grade, salary range, duties, and minimum qualifications. Appointments to allocated positions are made through a competitive selection process. All town positions are subject to budget review and approval each year by the Town Board.

Continuous service. Years of regular service with the Town of Swansboro without a termination and rehire of employment. This does not include Family and Medical leaves of absence.

Pay status. When an employee is working or on paid leave (vacation leave or sick leave).