

## **INTRODUCTION**

To assure proper implementation and administration of its personnel policies and procedures, the City of Taft has defined four employee status groups.

Eligibility for employee benefits programs shall be governed by an individual's employment status and length of service and by provisions of the City's benefits policies and Memorandum of Understanding.

## **DEFINITIONS**

1. Permanent full-time employees are those individuals holding a permanently established position requiring a regularly scheduled minimum of forty hours work during each seven-consecutive day work cycle.
2. Permanent part-time employees are those individuals holding a permanently established position requiring a regularly scheduled minimum of less than forty hours during each seven-consecutive day work cycle.
3. Temporary employees are those individuals filling an authorized position vacancy for a limited duration not to exceed eighteen (18) calendar months, regardless of the number of hours worked.
4. Casual employees are those individuals filling intermittent relief needs on a scheduled or unscheduled basis, subject to their own availability.

## **LENGTH OF SERVICE**

1. In computing length of service, the City shall grant service credit from date of hire to permanent full-time employees.
2. Permanent part-time employees shall accrue service credit from date of hire in the proportion that permanent part-time employment bears to full-time employment.
3. Temporary and casual employees shall not acquire any probationary or permanent status and time spent under temporary appointment shall not be computed for service credit.