

TYPES OF EMPLOYEES

Regular Full-Time Salaried and Hourly Employees - Those employees who are hired for an indefinite period of time without a stated limitation as to length of service and who are employed to work a normal work schedule for the assigned position.

Regular Part-Time Employees - Those employees who are hired for an indefinite period of time, without a stated limitation as to length of service (other than continuation of program, position need and/or funding) and who are employed to work fewer hours than a regular full-time employee in a comparable position.

Temporary Full-Time Employees - Those employees who are hired for less than one year with a stated length of service and who are employed to work the same number of hours as a regular full-time employee in a comparable position.

Temporary Part-Time Employees - Those employees who are hired for less than one year with a stated length of service and who are employed to work fewer hours than a regular full-time employee in a comparable position.

Substitute Part-Time Employees - Those employees who work only when called by the supervisory official and whose hours of work may fluctuate. These employees usually fill an interim vacancy left by the absence of a regular employee or remedy a scheduling problem.

Special Project Employees - Those employees who are hired for more than one year (under the auspices of a revenue source separate from the general fund, a project of the general fund, or a combination of sources (including TIF's)) to perform a special activity, project or program and whose employment, for this purpose, ceases when the activity is completed and/or funding for employment services ceases. These employees may be part-time or full-time as outlined in the activity/project budget.

Grant Employees - Those employees hired as a result of a grant or special allocation of funds (under the auspices of a revenue source separate from the general fund) whose employment, for this purpose, ceases when the activity is complete and/or funding for employment services cease. These employees may be part-time or full-time, as outlined in the grant or allocation.