**SECTION:** **EMPLOYMENT INFORMATION**

**POLICY:** Employment Status Definitions **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to define the classification of employee positions within the City based on work schedule and duration. These classifications determine eligibility for certain employment benefits, including retirement participation and leave accruals.

**APPLICATION:**

This policy applies to all City departments and is used for determining employee eligibility for benefits and compliance with applicable retirement system requirements.

**DEFINITIONS:**

1. Regular Full-Time Position: A position scheduled for 40 or more hours per workweek with no predetermined end date.
2. Regular Part-Time Position: A position scheduled for fewer than 40 hours per workweek with no predetermined end date.
3. Temporary Full-Time Position: A position scheduled for 40 or more hours per workweek for a limited, specified period, generally not exceeding six (6) months. This could apply to Seasonal positions.
4. Temporary Part-Time Position: A position scheduled for fewer than 40 hours per workweek for a limited, specified period, generally not exceeding six (6) months. This could apply to Seasonal positions.
5. TMRS Eligible: Positions or employees required to participate in the Texas Municipal Retirement System due to hours worked or scheduled annually.

**PROCEDURES:**

1. Classification Assignment
	1. Human Resources will assign a position classification at the time of hiring or creation of a new position based on work hours and duration.
2. Regular Full-Time
	1. Positions must have a work schedule of 40 hours or more per week and are expected to be ongoing with no specified end date.
	2. Employees in these positions are automatically eligible for all applicable benefits, including TMRS participation.
	3. Employees in these positions are eligible for annual merit or COLA increases if included in City’s annual budget.
3. Regular Part-Time
	1. Positions have a work schedule of less than 40 hours per week and are expected to be ongoing.
	2. If a regular part-time position is scheduled or budgeted for at least 1,000 hours per year—or if the employee in that position actually works 1,000 or more hours in a calendar year—the employee is required to participate in TMRS.
	3. Employees in these positions are eligible for annual merit or COLA increases if included in City’s annual budget.
4. Temporary Full-Time
	1. Positions are scheduled for 40 or more hours per week but are established for a limited period, typically not exceeding six (6) months.
	2. These positions are not eligible for regular benefits unless otherwise specified.
	3. Employees in these positions are not eligible for annual merit or COLA increases.
5. Temporary Part-Time
	1. Positions are scheduled for fewer than 40 hours per week and are established for a limited period, typically not exceeding six (6) months.
	2. These positions are not eligible for regular benefits unless otherwise specified.
	3. Employees in these positions are not eligible for annual merit or COLA increases.