

**THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF FOREST ACRES IS AT-WILL.**

**CITY OF FOREST ACRES**

**Employment Status Policy**

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Approval:  Date: 2/10/15  
City Administrator

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## **Employment Status Policy**

### **I. Regular Full-Time Employees**

Regular full-time employees are those who have completed their probationary periods and fill a full-time position with the City. Employees in this status are normally scheduled to work at least 30 hours per week. However, the City does not guarantee any minimum number of hours of work per week. Regular full-time employees are generally eligible for fringe benefits. For the purposes of administering employment benefits, the positions of Mayor and member of City Council are considered regular full-time positions.

### **II. Regular Part-Time Employees**

Regular part-time employees are those who have completed their probationary periods and fill a part-time position with the City. Employees in this status are normally scheduled to work less than 30 hours per week but may be called upon to work more than their normally scheduled hours of work when workloads require. Regular part-time employees are not eligible for fringe benefits.

### **III. Probationary Employees**

Probationary employees are part-time and full-time employees who have not yet completed their probationary period.

### **IV. Temporary Employees**

Temporary employees are those hired for a limited period of time or until completion of a particular project or projects. Such employees may work part-time or full-time hours depending on the needs of the City. Temporary employees are not eligible for fringe benefits.