

## SECTION 30-1

### SUBJECT: TYPES OF EMPLOYMENT AND ELIGIBILITY FOR BENEFITS

#### I. PURPOSE:

To establish guidelines and definitions for types of employment and for entitlement to benefits.

#### II. STATEMENT OF POLICY:

##### a. The types of City employment are:

- i. **Probationary Employee:** A newly hired employee during the initial period of employment. All newly hired City employees are on a probationary status which, unless provided otherwise union agreement or other documents, extends for six (6) months, or in certain cases, one (1) year, from the date of hire. Probationary periods may be extended under special circumstances.
- ii. **Regular Full-Time Employee:** An employee who has successfully completed the initial probationary period, is assigned to a position which is expected to continue for an indefinite duration, and works a shift schedule which totals no less than 2080 hours per year.
- iii. **Regular Part-Time Employee:** An employee who has successfully completed the initial probationary period, is assigned to a position which is expected to continue for an indefinite duration, and works a shift schedule of 20 hours or more, but less than 40 hours, per week.
- iv. **Temporary Full-Time Employee:** An employee whose work assignment is limited in duration to twelve months or less, and works a shift schedule which on an annual basis would total no less than 2080 hours.
- v. **Temporary Part-Time Employee:** An employee whose work assignment is limited in duration to six months or less, and works a shift schedule which on an annual basis would total less than 2080 hours.
- vi. **Student Intern Employee:** An employee who is regularly enrolled as a student in a recognized educational institution and is assigned to a full or part-time position which, in the case of post-secondary students, is related to the student's course of study and which will continue for not longer than the then current semester or term at the student's school; provided, however, that subsequent work assignments may be made for the same student for periods which correspond to the student's subsequent semester or term.

- vii. **Seasonal Employee:** An otherwise permanent employee designated by the City as seasonal, who performs duties interrupted by the seasons, and who may be recalled without the loss of rights or benefits accrued during the preceding season.
  - viii. **Short-term Employee:** An employee who is not eligible for permanent status, and who may not be hired into another position by the City without a competitive selection process may not work for the city for more than 90 days in a continuous 12-month period.
  - ix. **Transitional Employee:** A city employee who has been temporarily reassigned to duties other than his normal duties under the city's Early-Return-to-Work Policy.
  - x. **Recurrent Seasonal Employee:** An employee who would be considered an on-call as designated by the City and who; has worked previously for the City, performs duties interrupted by at least one season, works less than 960 hours in a calendar year, and who may be recalled without the loss of rights or eligibility for health insurance benefits, so long as that employee maintains those benefits during the period when not working for the City. Employees who do not maintain those benefits shall not be eligible for reinstatement of said benefits.
- b. Employee compensation shall be stated in terms of annual or monthly salary or hourly wage.
  - c. Entitlement to employee benefits shall be as follows:
    - i. Regular full-time employees shall receive all employee benefits provided by the City; provided, however, that represented employees shall receive only those benefits provided for by the labor agreement.
    - ii. Probationary employees, who, upon successful completion of their initial probationary periods will be regular full-time employees, shall be entitled to the same benefits as regular full-time employees, subject to the applicable eligibility provisions and time periods.
    - iii. Regular part-time and seasonal employees may be entitled to pro rata vacation, holiday, and sick leave benefits provided, however, that represented employees shall receive only those benefits provided by the labor agreement. Probationary part-time employees, who, upon successful completion of their initial probationary periods, will be regular part-time employees, shall be entitled to the same benefits as regular part-time employees, subject to applicable eligibility provisions and time periods.
    - iv. Service time with other city, county or state agencies does not add to an employee's continuous service with the City of Kalispell. However,

according to State law, Section 2-18-612, MCA, vacation leave credits must be calculated based on the total years of employment with any city, county, or state agency in the State of Montana. Such time will be credited to an employee's records upon receipt of a certified statement from the employing agency, stating time of service and dates.

- v. An approved leave of absence without pay will not interrupt the accumulation of continuous service, provided the employee meets the conditions required by the City for such leaves.
- d. Employees taking unpaid leave without pay, temporary disability leave, or Family and Medical Leave, shall not accrue sick leave or vacation time while on such leave.

EFFECTIVE: Immediately

DATE: May 3, 1994

REVISED: Resolution #4832 - September 15, 2003

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