

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	6-5
		Original Adoption	02-09-1987
		Revision #	6
		Last revision date	October 2015
Section Title	Employment		
Subject	Types of Employment		

This section defines and clarifies the different categories of employment as provided by state law and this handbook unless specifically excluded.

See Section 2 for benefit entitlement for employment categories below.

Following are the different categories of employment:

Regular Full-Time

An employee with a full-time schedule of at least 2080 hours per year or 40 hours per week in a position which is considered to be permanent.

Regular Part-Time

An employee with a part-time schedule of less than 2080 hours per year in a position not considered to be temporary. There are several regular part-time employment schedules which may include but are not limited to:

- part-time, 20 hours per week, 12 months per year
- part-time, 25 hours per week, 12 months per year
- part-time, 32 hours per week, 12 months per year
- part-time seasonal, 40 hours per week, 6 months per year
- part-time seasonal, 40 hours per week, 8 months per year

Employment in regular part-time positions continues from year to year. Seasonal positions perform duties that are interrupted by the seasons and employees are in a non-pay status during the period(s) they are not working and have not terminated their employment or been discharged from employment.

Temporary

- **Temporary short-term** – any seasonal position, temporary help and special project work that is not expected to exceed a six (6) month period of time.
- **Temporary long-term** – any seasonal position, temporary help and special project work that is expected to last more than a six (6) month period of time, but not to exceed twelve (12) months. Generally performs temporary duties or regular duties on a temporary basis and is terminated at the end of temporary period. An extension may be granted for special circumstances with the Department Head, Human Resources Director and the City Managers approval.
- **On-Call** – called when needed or intermittently.

Grant Funded employee

An employee who's schedule and/or length of employment is dependent on receipt of a grant or external funds. Benefits associated with this position will be dependent on length of expected employment. A position with an expected employment period greater than 12 months will receive benefits described for a Regular employee; less than 12 months will receive benefits described for a Temporary employee.