

2 - EMPLOYMENT

2.2 - Categories of Employment

Revised: July 1, 2007

Reviewed: December 2018

There are three categories of employment with the City of Marshalltown.

- A. **FULL-TIME REGULAR.** Employment is 40 hours or more per workweek and there is not a date set at the time of hire when employment will end.
- B. **PART-TIME REGULAR.** Employment is less than 40 hours per workweek and there is not a date set at the time of hire when employment will end. Non-union part-time regular employees working more than 520 hours per year are eligible for paid pro-rated universal leave and pro-rated holiday pay after one year of employment. Students, defined as those who devote their time and efforts chiefly to their studies rather than to incidental employment, and Compost Facility Attendants do not receive universal leave benefits or pro-rated holiday pay.

EMPLOYEE'S NORMAL WORKWEEK IS 30 HOURS OR MORE PER WEEK

Part-time regular employees whose *normal* workweek is 30 hours or more per week are eligible for group insurance benefits. City employees working in more than one part-time position are not allowed to combine hours of work in more than one position to meet 30 hours.

EMPLOYEE'S NORMAL WORKWEEK IS LESS THAN 30 HOURS PER WEEK

Part-time regular employees whose *normal* workweek is less than 30 hours per week are not eligible for group insurance benefits.

- C. **TEMPORARY.** At the time of hire there is a date set when employment will end. Employees in this class are not eligible for any benefits unless required by law.

Temporary positions are not allowed to become regular positions without approval of the City Council.

Part-time positions are not allowed to become full-time positions without approval of the City Council.