

EMPLOYMENT TYPES AND CATEGORIES

Full-Time:

- Also referred to as salaried positions
- Classified/unclassified jobs
- Permanent in nature
- Filled on a continuous basis
- Six month-probationary period
- Compensated on a semi-monthly (i.e., twice a month) salaried basis
- Workers compensation and OASDHI
- Entitled to full fringe benefit package
- Requires a drug test, criminal background check, and a pre-employment medical examination only if the position is physically demanding
- Position number is a numeric seven-digit number
- *Example: Maintenance Worker (R01333) is hired to fill a classified job vacancy.*

Permanent Part-Time:

- Classified jobs
- Hired on a permanent basis
- Filled on a continuous basis
- Two permanent part-time employees filling one position is considered a job share
- Compensated at the **wage rate** equivalent of the department's salary schedule
- Six month-probationary period
- Workers compensation and OASDHI
- Fringe benefits (i.e. LTD; retirement credit and life/medical insurance) if job requires at least 1,040 hours of work
- Accumulates annual and sick leave on a prorated schedule according to hours worked each pay period
- Requires a drug test, criminal background check, and a pre-employment medical examination only if the position is physically demanding
- Position number is a numeric seven-digit number
- *Example: Senior Office Assistant (R01025) is hired to work 20 hours each week on a continuous basis.*

Seasonal:

- Unclassified jobs
- Hired for specific period of time
- Workers compensation and OASDHI
- Not eligible for fringe benefits (i.e. LTD; retirement credit and/life medical insurance) unless approved by the Human Resources Director to work more than 1,040 hours
- Not eligible for paid leave (e.g., annual, sick, holiday, and bereavement leave)
- Compensated at the **wage rate** equivalent of the department's salary schedule
- Performance appraisal is completed upon release to determine if eligible for reemployment
- Requires a drug test, criminal background check, and a pre-employment medical examination only if the position is physically demanding
- Position number is **WAGE** (for all seasonal hires working less than 1,040 hours) and **SEASONL** (if waiver approved to work 1,040 hours or more)
- *Example: Seasonal Maintenance Worker (R09971) is hired to perform roadside enhancement and beautification duties.*

Emergency:

- Unclassified jobs
- Hired based on sporadic needs (i.e. snow removal, etc.)
- Compensated at the **wage rate** equivalent of the department's salary schedule
- Workers' compensation and OASDHI
- Not eligible for paid leave (e.g., annual, sick, holiday, and bereavement leave) or fringe benefits
- Requires a drug test and criminal background check
- Position number is EMERMTN
- *Example: Emergency Maintenance Equipment Operator (R09979) is hired to remove snow and perform other emergency duties as assigned.*

Temporary:

- Classified jobs
- Hired on an as-needed basis
- Compensated at the **wage rate** equivalent of the department's salary schedule
- Workers' compensation and OASDHI
- Not eligible for fringe benefits (LTD; retirement credit and life/medical insurance) unless approved by the Human Resources Director to work more than 1,040 hours
- Not eligible for paid leave (e.g., annual, sick, holiday, and bereavement leave)
- Performance appraisal is completed upon release to determine if eligible for reemployment
- Requires a drug test, criminal background check, and a pre-employment medical examination only if the position is physically demanding
- Position number is WAGE
- *Example: Senior Office Assistant (R01025) is hired to assist with work backlog.*

Temporary Part-Time:

- Classified jobs
- Retirees from the department
- Hired on an as-needed basis
- Compensated at the **wage rate** equivalent of the department's salary schedule
- Workers compensation and OASHDI
- Not entitled to any fringe benefits
- Not eligible for paid leave (e.g., annual, sick, holiday, and bereavement leave)
- Requires a drug test, criminal background check, and a pre-employment medical examination only if the position is physically demanding
- Position number is RETIREE
- *Example: Senior Engineering Professional-TPT (R05126) is hired to train their replacement.*

Intern:

- Unclassified jobs
- Confined to college students with at least 30 or more semester credit hours
- Hired for specific period of time (normally mid-May to August or between semester breaks)
- Workers' compensation and OASDHI
- Not eligible for paid leave (e.g., annual, sick, holiday, and bereavement leave)
- Compensated at separate **wage rate** other than department's salary schedule
- Performance appraisal is completed upon release to determine if eligible for reemployment
- Requires a drug test, criminal background check, and a pre-employment medical examination only if the position is physically demanding
- Position number is INTERN
- **Example: Computer Science Intern (R09962) or Design Intern (R09991) is hired to obtain practical experience in a specific discipline.**

Summer:

- Classified/unclassified jobs
- High school graduates or college students
- Compensated at separate **wage rate** other than department's salary schedule
- Workers' compensation and OASDHI
- Not eligible for paid leave (e.g., annual, sick, holiday, and bereavement leave)
- Performance appraisal is completed upon release to determine if eligible for reemployment
- Requires a drug test, criminal background check, and a pre-employment medical examination only if the position is physically demanding
- Position number is SUMMER
- **Example: Summer Maintenance Laborer (R09976) is hired to assist with department projects during summer season, usually from mid-May to August.**

NOTES:

Classified jobs are recognized by the department as being permanent in nature and need to be staffed continuously. These jobs have been evaluated and classified into the existing salary structure with written job descriptions.

Unclassified jobs are recognized by the department as necessary, but most are filled sporadically/infrequently. These jobs except top management and attorney-related, do not have job descriptions, nor have they been evaluated or classified into the department's salary structure. Top management and attorney-related jobs are considered unclassified jobs, and are compensated on a salaried basis.

For all job categories: Must be 18 years of age and a high school graduate (or equivalent).