



Approved:

City of Riverside, California
Human Resources Policy and Procedure Manual


Human Resources Director


City Manager

Number: I-3 Effective Date: 12/14

SUBJECT: **TYPES OF POSITIONS, APPOINTMENTS, AND STATUS DATES
IN CITY EMPLOYMENT**

PURPOSE:

To specify and define employment process terms for uniform use and interpretation.

POLICY/DEFINITIONS:

1. **Types of Positions** - A position is the basic unit of an organization and the group of current duties and responsibilities assigned by management that requires the full or part-time employment of one person. Specific types of positions in the City organization are:

- a. **Regular Full-Time** - A position established to provide service on a full-time, ongoing basis into the future with all applicable benefits provided.
- b. **Regular Part-Time** - The same as Regular Full-Time except that the work schedule involved shall total less than the full number of normal work week hours. Such work schedule may be of an irregular nature including short shifts at various times and various days of the week. Less than full-time applicable benefits are provided depending on hours worked.
- c. **Temporary/Part-time or Full-time (Without Benefits)** - A position established to provide service not to exceed 1000 hours during any fiscal year. Such positions may be filled on a full-time or part-time basis.
- d. **RESET**- A temporary position hired under the Riverside Employment Services Education and Training program whose participants are allowed to work over the fiscal year limit set for temporary employees. These temporary employees' assignment lasts no more than one and a half years.

2. **Types of Appointments** - An appointment is the offer, by an appointing authority and acceptance by a person eligible under City policies and laws, of a position in City employment that is made in accordance with approved policies and procedures. Specific types of appointments to positions in the City organization are:

- a. **Regular Appointment (Classified Service)** - An appointment made from a certified eligible list to a budgeted position and subject to successful completion of a probationary period.
- b. **Temporary Appointment (Classified Service)** - An appointment from an eligible list to a position established for a definite length of time, for a special project that

shall cease to exist at the end of a stated time, for a regularly recurring need, or to alleviate cyclical or peak workloads. Such appointment is not to exceed, on a full-time or part-time basis, 1000 work hours in a fiscal year and no benefits are provided unless the employee exceeds 1,000 work hours in a fiscal year or is a member of the California Public Employees' Retirement System (CalPERS).

The Human Resources Director may authorize the temporary appointment of a qualified individual designated by a department head to a grant funded position or a specially budgeted project that shall exceed 1000 work hours in a fiscal year.

Full or only mandatory benefits may be authorized depending on the terms and conditions of the grant.

- c. Regular Appointment (Non-Classified Service) - An appointment made by the City Manager, City Attorney, or other City official designated to hire outside the classified service, as defined by the City's Charter. Such appointments shall be made to an authorized position typically from a certified eligible list. All appointments in this category shall be designated "at will" and incumbents shall be subject to the terms and conditions of employment contracts prepared and approved by the City Attorney's Office. The City Manager, City Attorney, City Clerk and other eligible appointing officials have the prerogative to appoint an individual to an at-will position without a competitive process.
- d. Temporary Appointment (Non-Classified Service) - An appointment made by the City Manager, City Attorney, City Clerk or other City official designated to hire outside the classified service, as defined by the City's Charter. Such appointments shall be made to an authorized position typically from a certified eligible list. Such appointment is not to exceed, on a full-time or part-time basis, 1,000 work hours in a fiscal year and no benefits are provided unless the employee exceeds 1,000 work hours in a fiscal year or is a member of the California Public Employees' Retirement System (CalPERS).
- e. Acting Appointment (Classified and Non-Classified Service) - The Human Resources Director may authorize an acting appointment that shall not exceed more than 1,000 work hours.
- f. Trainee Appointment - An appointment made to a regular full-time or part-time position from an appropriate eligible list of a lower classification for a limited period of time during which the employee must qualify for the higher classification or be terminated. The employee shall be required to qualify by one or more of the following:
 - 1) Additional experience
 - 2) Additional education
 - 3) Attainment of a required certificate or license
 - 4) Successful completion of an appropriate examination

The original appointment to a trainee position within the classified service shall be made on a competitive basis. Appointment to the higher classification is non-competitive, but requires department certification that the employee meets all requirements for, and is performing the full range of duties of, the higher classification. The period of time may be extended by the Human Resources Director.

- g. Appointments Outside the Hiring Process (Classified Service) - Where an emergency, or other temporary need exists for additional help not elsewhere

addressed in this policy statement, a department head may, subject to the approval of the Human Resources Director:

- 1) Utilize the services of an agency supplying temporary, short term or emergency help for a period not to exceed 90 days. With prior approval this period can be extended to 1,000 hours.
 - 2) Utilize Contract Employment (Independent Contractors) - The practice of engaging individuals under contract for personal services may be utilized only where it has been demonstrated that an employer-employee relationship does not exist. The procedure outlined in administrative Manual Policies 02.004.00 and 02.005.00 should be followed. All such contracts for personnel services must be approved by the City attorney.
3. **Status Dates** - Specific dates relating to the employee's work history with the City are:
- a. **Original Hire Date** - The purpose of this date is to determine an employee's commencement of employment with the City. This date shall remain as the original date of hire and is not subject to adjustment.
 - b. **Hire Date** - The purpose of this date is to determine an employee's most recent hire date or re-hire date. The Hire Date may differ from the Original Hire Date.
 - c. **Departmental Hire Date (Seniority)** - The purpose of this date is to determine the employee's time (seniority) within the employee's current department. It may differ from the Original, Hire and Accrual Dates. The Departmental Hire Date is subject to adjustment for all non-work time (non-pay status) of 20 consecutive working days or more unless such time is specifically exempted by Human Resources policy.
 - d. **Accrual Date** - The purpose of this date is to determine an employee's length of service for appropriate accrual rates for sick leave and vacation benefits. The Accrual Date corresponds to the date an employee is hired/rehired or promoted into a benefitted position. The accrual date is subject to adjustment when an employee has a status change from non-benefits to benefits, and/or when an employee is rehired.
 - e. **Seniority Date** - The purpose of this date is to determine an employee's adjusted city-wide seniority. This date shall be the same as the Hire Date, subject to adjustment for all non-work time (non-pay status) of 20 consecutive working days or more unless such time is specifically exempted by Human Resources Policy. The Seniority Date is additionally subject to adjustment when an employee has a status change from non-benefitted to benefitted, and/or when an employee is rehired.