

**STANDARD PROCEDURE**

**CITY OF WILSON**

**PERSONNEL MANUAL**

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<b>SUBJECT</b>	<b>NUMBER</b>	<b>REVISED</b>	<b>EFFECTIVE DATE</b>	<b>SUPERSEDES</b>	<b>PAGE</b>
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**1.0 Purpose**

To identify the categories of employment found within City service.

**2.0 Policy**

Individuals employed by the City of Wilson shall be identified as either full-time probationary, full-time permanent, permanent part-time, or temporary.

**3.0 Scope**

All employees are covered by this policy.

**4.0 Definitions**

4.1 Full-time Employee: An individual appointed to a position established in the fiscal year budget and is regularly scheduled to work the number of hours per week designated as full-time.

4.2 Permanent Employee: A full-time employee who has satisfactorily completed six months of employment and has been approved for continued employment in a full-time position by his/her department head.

4.3 Permanent Part-Time Employee: An individual appointed to serve in a position for an indefinite period of time and regularly scheduled to work at least 1,000 hours per year, but less than the number of hours per work week designated as full-time. Permanent part-time positions must be designated as such in the fiscal year budget.

4.4 Probationary Employee: An individual appointed to serve in his/her initial twelve months of employment within an authorized full-time or permanent part-time position. This term is also used to describe an individual who is fulfilling the first six months of employment following a promotion or reclassification.

4.5 Promotion: Movement of an employee from one position to another position with a higher salary range by competitive examination.

4.6 Temporary Employee: An individual appointed to serve in a position for an indefinite period of time and regularly scheduled to work less than 1,000 hours per year.

**5.0 Rules/Procedures**

5.1 All full-time and permanent part-time employees are given a probationary appointment when initially hired or promoted to fill a vacant position.

5.2 Initial probationary appointments may be extended for up to six (6) months.