



# City of Cheyenne

## Classification of Personnel Policy

### **PURPOSE**

The purpose of this policy is to provide guidelines on employee classifications.

### **PROCEDURE**

Positions are classified based on overall duties, complexity, and responsibility of assigned work.

**Full-time employees** (benefits eligible) are those who are authorized to work at least thirty (30) scheduled hours per week, assessed over a six-month period.

**Part-time employees** are those who are authorized to work between sixteen (16) and 29.75 scheduled hours per week, assessed over a six-month period.

**Temporary / Variable Hour employees** are those employees who work as needed. Temporary / Variable employees may be asked to work any shift, weekends, holidays, or other. This classification is typically defined as those who work as needed up to 16 hours per week, assessed over a 6-month period.

**Seasonal employees** are those who work full-time or part-time for short periods of time (usually not more than 120 days) for seasonal work, or to meet emergency needs as vacation substitutes or for special work projects. Such employees are not entitled to benefits that regular full-time employees have.

The City of Cheyenne Human Resources will review employee's worked hours to ensure they are placed in the correct classification.