

## POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 103.01
SUBJECT: SPECIAL CATEGORIES OF EMPLOYMENT STATUS	INITIAL EFFECTIVE DATE: 01/31/86
TITLE: CATEGORIES OF EMPLOYMENT	LAST REVISION DATE: 11/19/2018

### ADMINISTRATIVE DIRECTIVE:

#### I. Definition

- A. Regular Full-time Employees - are employees budgeted to work at least forty (40) hours per week on a continuing basis.
- B. Regular Part-time Employees - are employees budgeted to work less than forty (40) hours per week on a continuing basis.
  - 1. *Half-time regular part-time employees* are employees who are budgeted to work at least twenty (20) hours but less than thirty (30) hours per week.
  - 2. *Three-quarter time regular part-time employees* are employees who are budgeted to work at least thirty (30) hours per week but less than forty (40) hours.
- C. Temporary Employees - are employees who work a specified number of hours per week for a limited period of time. Such positions are deleted after expiration of the authorized period.
- D. Seasonal Employees - are employees who work a specified number of hours per week during a specified work season. The need for such positions usually recurs on an annual basis.
- E. Contract Employees – are employees whose terms and length of employment are defined by a written and signed contract. This should not be confused with independent contractors who are not considered to be employees of the City of Denton. (When determining whether an individual is a contract employee or an independent contractor, the department should consult with Human Resources and the Legal Department).

II. These definitions are not intended to indicate whether or not overtime is an aspect of the job.

III. Employees of the City of Denton, whether regular, temporary, or seasonal, may not at the same time be employed or classified as an independent contractor by the same or another department with the City of Denton if the work performed under contract is similar to the type of work performed in their capacity as an employee of the City. Classifications of independent contractors should be discussed with the Director of Human Resources or designee.

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- IV. Employees of the City of Denton are also subject to policy no. 108.09, Secondary Employment, which states that the City of Denton is the employee's primary employer.