

# ***CITY OF DENTON***

## **POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE**

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 107.01
SUBJECT: EMPLOYEE BENEFITS AND SERVICES	INITIAL EFFECTIVE DATE: 07/02/85
TITLE: ACCRUAL OF BENEFITS	LAST REVISION DATE:

### **POLICY STATEMENT:**

Employees working less than 20 hours per week do not accrue any benefits. Regular part-time employees working at least 20 hours but less than 30 hours per week accrue benefits on a half-time basis; regular part-time employees regularly working at least 30 hours but less than 40 hours per week accrue benefits on a 3/4 time basis; and regular employees working full time shall accrue benefits on a full basis. Regular part-time employees will not accrue the following benefits:

- a. Long-term Disability
- b. Longevity Pay
- c. Tuition Reimbursement
- d. Bonus Time

To be eligible for these benefits, you must be a regular full-time employee. Temporary and seasonal employees do not accrue benefits.