

	<p><b>City of Albany</b>  Human Resources Policy  Policy #: HR-ER-12-002  Title: Types of Appointments</p>	<p><b>Employee Relations</b></p>
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**Purpose** To define the different types of employee appointments and statuses used at the City of Albany.

**Policy** All employees on the City of Albany payroll must meet one of the appointment and one of the status type definitions outlined below.

**The effect of Change in Status or Appointment Type on Pay and Benefits:**

- A. An employee who changes Status Type (e.g., moving from an AFSCME-represented position to a non-bargaining position) shall have his/her salary set within the salary schedule applicable to the new status and classification consistent with the provisions of the relevant City policy or collective bargaining agreement.
- B. An employee who changes Status Type shall no longer be eligible for benefits (medical/dental/life insurance, leave, deferred compensation, etc.) of the former Status, but, rather, shall become eligible for benefits of the new Status Type as provided for in City policy or relevant collective bargaining agreement.
- C. Should the employee have a bank of leave that is no longer accrued in the new Status Type, or is accrued in a substantially different manner, the employee's accruals for that type of leave shall be frozen. The employee shall have one-year to use the remaining leave in that bank. Leave remaining in that bank after one year shall be cashed out (paid) to the employee at the employee's rate of pay at the time he/she changed Status Type. However, at the discretion of the department Director, with approval from the Human Resources Director, the City may choose to cash out the entire leave bank at the time the employee changes status. When the employee is moving to a different department concurrent with the change in status, the Directors of both the new and former departments shall jointly decide whether to cash out the leave.
- D. An employee who changes Appointment Type from full-time to part-time, shall not be required to pay any prorated premiums for medical and dental insurance benefits for the month during which the Appointment Type change occurs, if the City has already made contributions on the employee's behalf for that month
- E. An employee who changes Appointment Type from part-time to full-time, who has paid a prorated premium for medical and dental insurance benefits for the month during which the Appointment Type change occurs, shall be due a refund of the premiums paid if the change in Appointment Type occurs during the 1<sup>st</sup> to 15<sup>th</sup> of the month. No refund shall be made if the change in Appointment Type occurs on or after the 16<sup>th</sup> of the month.

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**Definitions**

**Appointment Types:**

- A. Full-Time Employee: An employee regularly scheduled to work 40 hours of work per week.
- B. Part-Time Employee: An employee regularly scheduled to work less than 40 hours of work per week.
- C. Regular Employee: A full-time or part-time employee that fills a budgeted position and has an approved job description.
- D. Temporary Employment: A temporary worker hired on the City’s payroll or through a temporary agency to perform a specific duty, task or job for a specified period of time not to exceed one year unless approved by the Director of Human Resources. Temporary workers hired through a temporary agency are not employees of the City, but are employees of the temporary agency. All temporary workers serve at the pleasure of the City.
- E. Intern: A student seeking an opportunity to fulfill an education requirement or experience in their field of study. Intern positions are unpaid and are only offered if Department Director has approved the opening with Human Resources.

**Status Types:**

- A. Executive Employees: An employee who serves at the pleasure of the City Manager and is an at-will employee. These employees are generally department heads.
- B. Non-Bargaining Employees: Employees who are not represented by a union and whose terms and conditions of employment are covered by City policy. These employees are generally excluded from collective bargaining due to supervisory, managerial, or confidential duties; or have a community of interest with one or more of those groups.
- C. AFSCME-Represented Employees: All regular employees of the City excluding supervisory, managerial, confidential, and other employees excluded from collective bargaining by the Public Employees Collective Bargaining Act (PECBA); and further excluding employees represented by another union and temporary, seasonal and intermittent employees.
- D. Albany Fire Fighters-Represented Employees: All employees of the Albany Fire Department regularly employed in Emergency Services and Life Safety Services Divisions; excluding supervisory, confidential, temporary, and intermittent employees; and employees represented by another union.
- E. Albany Police Association-Represented Employees: Employees of the Albany Police Department excluding temporary, seasonal, supervisory, confidential and managerial employees; and further excluding reserves and unpaid volunteers.

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**References**      Refer to specific Collective Bargaining Agreements.

**Review and Authorization**

Supercedes: HR-ER-12-001; 11/01/2004	Created/Amended by/date: DS; 3/03/2006	Effective Date: 3/03/2006
HR Director Signature:		City Manager Signature:

1. Form or worksheet revision related to this document? No  Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No  Yes