**SECTION III – CLASSIFICATION**

**A. PURPOSE**

The classification plan provides a complete inventory of all positions in the municipal government's service and an accurate description and specifications for each employment class. The plan standardizes titles, each of which is indicative of a definite range of duties and responsibilities and has the same meaning throughout the local government service.

**D. USE OF JOB DESCRIPTIONS**

Job descriptions are a mechanism of communicating goals, objectives, values, and expectations between all echelons of the City's hierarchy The job descriptions will contain a general description of the position, essential functions, and additional duties of the job. It should be noted that these elements listed are not entirely inclusive or descriptive of all duties.

The job description will also contain minimum training and qualifications, and Americans with Disabilities Act (ADA) elements and standards required to perform essential job functions. The minimum qualification standards on job descriptions should serve as norms for applicants coming into the job setting and should also serve as a basis for performance indicators in meeting the expectations of the City of each employmentposition**.**

**G. ALLOCATION OF POSITIONS**

Whenever a new position is established or duties of an old position change, department heads will submit in writing a comprehensive job description listing in detail the duties of such a position. The City Manager and personnel staff will investigate the actual or suggested duties and, if viable, establish a new class.

**H. REQUEST FOR RECLASSIFICATION**

A Department Head may submit a request to the Human Resource Clerk if he/she considers a position in his/her department to be improperly classified. If the duties of a position have substantially changed or a new position is established, a new job description may be required. In the absence of a Human Resource Clerk this request should be turned into the City Manager.

**J. TYPES OF EMPLOYEES**

1. **Full-Time Employee** - A full-time employee is an employee who works a thirty (30) hour week, is paid an annual rate, is subject to all conditions of employment, receives all employee benefits and whose employment is not time limited.

2. **Ongoing Part-Time Employee** - A part-time employee is an employee who works less than a thirty (30) hour work week on average, is paid an hourly rate, is subject to all conditions of employment and whose employment is not time limited. Regular part-time employees are eligible for city benefits on a prorated basis according to the actual hours worked (except insurance benefits) after 1,040 hours they may be eligible for leave.

3. **Temporary/Seasonal Part-Time Employee** -A temporary/seasonal employee is an employee who works regular full or part time, not exceeding six (6) consecutive months of employment and who is paid on a per day or per hour basis. Following completion of six (6) consecutive months of employment, if the employee is not hired in a regular full time capacity, employment shall terminate.

4. **Volunteer Firefighters** - Volunteer Firefighters are appointed by the City Manager in consultation with the Fire Chief. Volunteers are compensated a deminimis amount per fire call with no other benefits except coverage under the Volunteer Firefighters' Insurance Coverage Policy.

1. **Police Reserve** - Reserve Officers are appointed by the City Manager in consultation with the Chief of Police. Reserve Officers receive no compensation and no other benefits except coverage under the Special Reserve Police Insurance coverage policy.