

---

REGULAR FULL-TIME, PART-TIME AND TEMPORARY EMPLOYMENT

1. Regular full-time employees: An employee who regularly works a minimum of forty (40) hours a week on a continuing basis, and who has completed the probationary period, is considered a regular full-time employee.
2. Part-time employees: An employee who regularly works less than thirty (30) hours a week is considered a part-time employee once the probationary period has successfully been completed. Part-time employees are ineligible for employer paid benefits.
3. Temporary Employees: Temporary employees are defined as those employees holding jobs of limited duration (less than 180 days per year) arising out of special projects, abnormal work loads or emergencies. Temporary employees are ineligible for employer-paid benefits.
4. Duration of Employment: All employees except temporary and part-time employees are hired for an unspecified duration. The District does not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and the District. Accordingly, either the employee or the District can end the employment relationship at any time, in accordance with District procedures. Discipline and discharge may occur subject to the policies and procedures, provided however, that Civil Service rules and procedures shall control.
5. Anniversary Dates: The anniversary date used to determine vacation and merit increases of an employee hired before the 15th of the month shall be the first day of the month. The anniversary date of an employee hired on or after the 15th shall be the first day of the following month.