



City of Vernon, California
Human Resources Policies and Procedures

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SUBJECT: **TERMS OF EMPLOYMENT**

PURPOSE:

To specify and define employment terms for uniform use and interpretation.

POLICY:

All full-time regular employees are considered classified employees and participate in a competitive examination process and retain a property interest in their jobs after successful completion of their probationary periods.

Part-time, temporary, and full-time non-classified employees serve at the will of the appointing authority.

NON-CLASSIFIED POSITIONS: The following job positions are non-classified positions. The employees in these positions serve at the will of the City Administrator, City Council or City Attorney and do not have any property interest in their jobs.

- A. **Temporary Employees:** Employees not exempt from the Fair Labor Standards Act who are hired only for a specified, limited period of time. There is a six-month employment period limit for all temporary appointments. However, with written justification from the appointing department and City Administrator approval, an extension of no more than six months may be granted. In no event shall a temporary employee be allowed to work more than twelve (12) continuous months in the same classification unless approved by the City Administrator due to special circumstances. This limitation of the term of employment also applies to dual classifications. These employees are eligible for overtime but are not eligible for any other benefits not required law.
- B. **Part-Time Employees:** Employees who work a maximum of 1000 hours or less per fiscal year. These employees are eligible for overtime, but are not eligible for any other benefits not required by law.
- C. **Full-Time Non-Classified Employees:** Employees who are regularly scheduled to work at least 40 hours per week and who do not retain property interests in their jobs. These employees are entitled to full benefits from the City. Non-Classified full time employees serve at the pleasure of the appointing authority and have no property interests in their positions, other than as may be established in an at will employment agreement approved by the City Council from time to time.

A full-time non-classified position is created when it is determined by the City Administrator that the City requires a classification to perform top-level administrative, managerial, professional and/or confidential functions with direct accountability to the appointing authority. Upon reasonable notice to affected employees, the City Administrator may, from time to time, create other full-time non-classified positions as appropriate. No changes in the Classification Plan will be made without the approval of the City Council.

NON-CLASSIFIED POSITIONS: The following positions are the established full-time Non-Classified positions of the City of Vernon:

Assistant General Manager of Generation and Operations
City Administrator
City Attorney
City Clerk
Deputy City Administrator
Deputy City Attorney
Director of Finance/City Treasurer
Director of Health and Environmental Control
Director of Human Resources
Director of Public Works
General Manager of Public Utilities
Police Chief
Senior Deputy City Attorney
Senior Legal & Policy Advisor
Utilities Operations Manager

CLASSIFIED POSITIONS: All other full-time positions within the classification system adopted by the City Council from time to time are Classified positions. These employees are regularly scheduled to work 40 hours per week or a City-approved alternative work schedule and are entitled to full benefits from the City. Classified employees have a property interest in their positions once they have satisfactorily completed their probationary periods.

TYPES OF POSITIONS - A position is the basic unit of an organization within the classification system adopted by the City Council from time to time and the corresponding duties and responsibilities assigned by management that requires the full or part-time employment of one person. Specific types of positions in the City organization are:

- A. **Regular Full-Time** - A position established to provide service on a full-time, ongoing basis into the future.
- B. **Regular Part-Time** - The same as Regular Full-Time, except that the work schedule involved shall not exceed 1000 hours total each fiscal year. Such work schedule may be of an irregular nature including short shifts at various times and on various days of the week.

- C. Temporary - A position established to provide service not to exceed 1000 hours during any fiscal year. Such positions may be filled on a full-time or part-time basis.

TYPES OF APPOINTMENTS - An appointment is the offer, by an appointing authority and acceptance by a person eligible under City policies and laws, of a position in City employment that is made in accordance with approved policies and procedures. Specific types of appointments to positions in the City are:

- A. Regular Appointment (Classified Service) - An appointment made from a certified eligible list to a budgeted position and subject to successful completion of a probationary period.
- B. Temporary Appointment (Non-Classified Service) - An appointment to a position established for a definite length of time, for a special project that shall cease to exist at the end of a stated time, for a regularly recurring need, or to alleviate cyclical or peak workloads. Such appointment is not to exceed, on a full-time or part-time basis, 1000 work hours in a fiscal year. No benefits are provided.

The City Administrator or designee may authorize the temporary appointment of a qualified individual designated by a department head to a grant-funded position or a specially budgeted project that shall exceed 1000 work hours in a fiscal year. Full benefits or mandatory benefits only may be authorized depending on the terms and conditions of the grant.

- C. Regular Appointment (Non-Classified Service) - An appointment made by the City Administrator, or other City official designated to hire outside the classified service. Such appointments shall be made to an authorized position typically from a certified eligibility list. All appointments in this category shall be designated “at will” and subject to the terms and conditions of an at will employment agreement approved by the City Council from time to time.
- D. Acting/Interim Appointment - A temporary appointment of a qualified candidate made to a regular full-time or part-time position where there is no appropriate list of eligible persons, or when there is an insufficient number of persons on an appropriate list who are willing to accept such appointment, and when all other recruitment measures have been exhausted. Such appointment shall expire when an eligible list has been prepared and a regular appointment made, or shall automatically expire when 1000 work hours are completed in a fiscal year. The Director of Human Resources must certify eligibility of such appointment prior to making a job offer.

The City Administrator may authorize an acting appointment that exceeds 1000 work hours for an authorized leave of absence where the incumbent has reinstatement rights or for an extended recruitment. Upon reinstatement of the incumbent or hiring of an individual, the acting employee shall be returned to the position previously held.

- E. Appointments Outside the Hiring Process - Where an emergency, or other temporary

need exists for additional help not elsewhere addressed in this policy statement, a Department Head may, subject to the approval of the City Administrator and Director of Human Resources, implement one or more of the following hiring methods in his/her discretion:

- 1) 2 Week Emergency Direct Hire: Hire any individual considered qualified for emergency work for a period not to exceed 14 calendar days at any one time.
- 2) 90 Day Hire Via Temp Agency: Utilize the services of an agency supplying temporary, short-term, or emergency help for a period not to exceed 90 days.
- 3) Contract Employment (Independent Contractors) - The practice of engaging individuals under contract for personal services may be utilized only where it has been demonstrated that an employer-employee relationship does not exist. All such contracts for personal services must be approved as to form by the City Attorney.