

# Position Types

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## 1.0 POLICY

The Town of Carolina Beach defines each position within the organization not only in writing, but by giving a head count to each position based on the budget approved for each department by the Town Council annually. Each position is further defined based on its Fair Labor Standards Act (FLSA) status, required work hours and benefits eligibility.

## 2.0 PURPOSE

The purpose of defining each type of position within the organization is to clarify how the position is represented in the annual budget of the Town and to further define if the position is eligible for more than federally mandated benefits and each positions' status with regard to the FLSA.

## 3.0 SCOPE

This policy applies to all positions within the Town of Carolina Beach.

## 4.0 DEFINITIONS

- **4.1 Full Time Employee** – An employee who is in a position which is authorized for an average work week of at least 30 hours and is budgeted for at least 12-months. Full-time employees are eligible to participate in all benefit programs including vacation, sick, holiday and comp-time accrual and usage, as well as the retirement programs sponsored by the Town.
- **4.2 Part-Time Employee With Benefits** – An employee who is in a position which is authorized for an average work week of at least 20 hours but less than 30 hours per work week and is budgeted for at least 12-months. Part-Time With Benefits employees are eligible to participate in all benefit programs including vacation, sick, holiday and comp-time accrual and use on a prorated basis, and may be eligible to participate in the Local Government Employees Retirement System (LGERS).
- **4.3 Part-Time Employee Without Benefits** – An employee who is in a budgeted position and performs work for which the work week required by the Town, over the course of a calendar year, is less than 20 hours per work week and is budgeted for at least 12-months. These employees are not eligible to participate in any benefit programs including vacation, sick, holiday and comp-time accrual and use thereof, or participate in any retirement programs outlined in State statute or sponsored by the Town. These employees are eligible for federally mandated benefits only.
- **4.4 Seasonal Employee** – An employee who performs work, regardless of the number of hours in a work week, during a particular season of the year. These positions are paid an hourly rate and are eligible for federally mandated benefits only. These employees are normally exempt from the Overtime requirements of the FLSA due to being classified as Seasonal. An example of a Seasonal position would be an Open Water Lifeguard.
- **4.5 Reserve Employee** – An employee who performs work on an 'as needed' basis. Hours worked will be less than 1,000 hours per calendar year. These positions are paid an hourly rate and are eligible for federally mandated benefits only. An example of a Reserve position would be a Reserve Police Officer.

- 4.6 **Temporary Employee** – An employee who performs work for which either the work week required by the Town over the course of a calendar year is less than 30 hours per work week **AND** continuous employment required by the Town is less than 12 months. These employees are not eligible to participate in any benefit or retirement programs sponsored by the Town other than federally mandated benefits.
- 4.7 **Probationary Employee** – An employee appointed to a full-time or part-time position who has not yet successfully completed the designated probationary period.
- 4.8 **Regular Employee** – A Full-Time or Part-Time position authorized for the budget year for a full twelve months. All Town positions are subject to budget review and approval each year by the Town Council and all employees’ work and conduct must meet Town standards. Therefore, any reference to “permanent” positions should be avoided and should not be construed as a contract or right to perpetual funding or employment.

## **5.0 ORGANIZATIONAL RULES**

None

## **6.0 PROCEDURES**

None

## **7.0 APPENDIX, APPENDICES**

None