



City of Riverside, California  
Human Resources Policy and Procedure Manual

Approved:

*Wanda Street*  
Human Resources Director

*[Signature]*  
City Manager

Number: I-3 Effective Date: 07/06

**SUBJECT: TYPES OF POSITIONS, APPOINTMENTS, AND STATUS DATES  
IN CITY EMPLOYMENT**

**PURPOSE:**

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

**POLICY/DEFINITIONS:**

After a hiring authority has interviewed a sufficient number of candidates to reach a selection decision from an existing eligibility list, a reference check of the final candidates shall be conducted by the hiring department, or the Human Resources Department at the request of the hiring department.

When the final candidate has been determined, the hiring authority shall contact the chosen candidate to inform him/her of the appointment and the conditions and compensation of the position. Appropriate written confirmation including use of the Conditional Offer of Employment letter, may follow and become a permanent record in the employee's personnel file. Appointments above the mid-range of the salary index require the prior approval of the City Manager. The hiring authority should emphasize to the candidate that final appointment is subject to successful completion of a medical exam, including laboratory testing, a drug screen, a reference check, a Livescan background check, and a probationary period. The candidate should be informed not to give his/her current employer notice of termination until successful completion of all medical screening and reference checks. All appointments are subject to approval of the Department Head, Human Resources Director, and City Manager.

The hiring department shall complete a Personnel Action Form and send it to the Human Resources Department, along with the selected candidate's application, in order to start the "hiring in" process. The applicants remaining on the certified eligibility list, the completed interview rating sheets, and Certification of Eligibles form, should be returned to the Human Resources Department within one (1) week of appointment so that Human Resources may notify other interviewed candidates of their status on the eligibility list. If the hiring department has already notified the unsuccessful candidates, a copy of the correspondence must be sent to the Human Resources Department along with the certification package.

The Human Resources Department shall schedule, with the selected candidate, a time for completing the medical exam, including all required testing/screening, fingerprinting, chest x-ray (if needed), and appropriate hiring forms. Upon completion of the "hiring in" process, the Human Resources Department shall notify the hiring department and obtain any reporting instructions for the employee's first day. The Human Resources Department shall then notify the employee of this information. At any point in the "hiring" process, if the selected candidate should either drop out or be disqualified, the Human Resources Department shall notify the hiring department. Any variations from the process must be approved by the Human Resources Director or designee. Photo identification is taken of regular employees at the time of their orientation session at the Human Resources Department. Parking is provided for regular employees based on availability and seniority. New employees are placed on a parking seniority list and are contacted by the General Services Department when a space becomes available.

1. **Types of Positions** - A position is the basic unit of an organization and the group of current 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 total less than the full number of normal work week hours. Such work schedule may be of an irregular nature including short shifts at various times and 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.
  
2. **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 organization 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. This type of appointment is further subdivided as:
  - b. **Temporary Appointment (Classified Service)** - An appointment from an eligible list 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 work loads. Such appointment is not to exceed, on a full-time or part-time basis, 1000 work hours in a fiscal year and no benefits are provided.

The Human Resources Director 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 or only mandatory benefits may be authorized depending on the terms and conditions of the grant.

c. Regular Appointment (Non-Classified Service) - An appointment made by the City Manager, City Attorney, or other City official designated to hire outside the classified service, as defined by the City's Charter. Such appointments shall be made to an authorized position typically from a certified eligible list. All appointments in this category shall be designated "at will" and incumbents shall be subject to the terms and conditions of employment contracts prepared and approved by the City Attorney's Office. The City Manager has the prerogative to appoint an individual to an at-will position without a competitive process.

1) Full-Time - Forty (40) hour or more work week with all applicable benefits provided.

2) Part-Time (With Benefits) - Thirty (30) to thirty-nine (39) hour work week with 3/4 of applicable benefits provided, or twenty (20) to twenty-nine (29) hour work week with 1/2 of applicable benefits provided.

3) Part-Time (Without Benefits) - Nineteen (19) hour or less work week.

d. Acting 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 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 Human Resources Director must authorize such appointment prior to making a job offer.

The Human Resources Director may authorize an acting appointment that shall exceed 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 may be transferred or demoted to the previously held or similar position, another position for which qualified, or placed in layoff status.

e. Trainee Appointment - An appointment made to a regular full-time or part-time position from an appropriate eligible list of a lower classification for a limited period of time during which the employee must qualify for the higher classification or be terminated. The employee shall be required to qualify by one or more of the following:

- 1) Additional experience
- 2) Additional education
- 3) Attainment of a required certificate or license
- 4) Successful completion of an appropriate examination

The original appointment to a trainee position shall be made on a competitive basis. Appointment to the higher classification is non-competitive, but requires department certification that the employee meets all requirements for, and is performing the full range of duties of, the higher classification. The period of time may be extended by the Human Resources Director.

- f. 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 Human Resources Director:
- 1) Hire any individual considered qualified for emergency work for a period not to exceed 14 days at any one time.
  - 2) 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.
  - 4) The procedure outlined in Administrative Manual Policies II-4 and II-5 should be followed.

All such contracts for personal services must be approved by the City Attorney.

3. **Status Dates** - Specific dates relating to the employee's work history with the City are:
- a. Original Hire Date - The purpose of this date is to determine an employee's commencement of employment with the City. This date shall remain as the original date of hire and is not subject to adjustment.
  - b. Hire Date - The purpose of this date is to determine an employee's most recent hire date or re-hire date. The Hire Date may differ from the Original Hire Date.
  - c. Departmental Hire Date (Seniority) - The purpose of this date is to determine the employee's time (seniority) within the employee's current department. It may differ from the Original, Hire and Accrual Dates. The Departmental Hire Date is subject to adjustment for all non-work time (non-pay status) of 20 working days or more unless such time is specifically exempted by Human Resources policy.
  - d. Accrual Date - The purpose of this date is to determine an employee's length of service for appropriate accrual rates for sick leave and vacation benefits. The Accrual Date is subject to adjustment when an employee has a status change from non-benefits to benefits, and/or when an employee is rehired.
  - e. Seniority Date - The purpose of this date is to determine an employee's adjusted city-wide seniority. This date shall be the same as the Hire Date, subject to adjustment for all non-work time (non-pay status) of 20 working days or more unless such time is specifically exempted by Human Resources Policy. The Seniority Date is additionally subject to adjustment when an employee has a status change from non-benefits to benefits, and/or when an employee is rehired.

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Hiring Department and/or Human Resources Department	1. Conducts a reference check of the final candidates after interviewing candidates from the certified eligibility list.
Hiring Department	2. Notifies successful candidate(s) of appointment and informs candidate(s) of the terms of employment. 3. Prepares Personnel Action Form and submits to Human Resources along with selected candidate(s) application(s). 4. Completes other forms (Certification of Eligibles, the completed interview rating sheets, any correspondence sent, and remaining applications) included with the certification package and forwards the entire package to Human Resources within one (1) week of appointment decision.
Human Resources Department	5. Notifies successful candidate(s) of date(s) of processing. 6. Notifies unsuccessful candidates interviewed by department of their status on the eligibility list. 7. Processes candidate(s) for employment. 8. Notifies department when process is completed and obtains starting time and place for employee's first day. 9. Notifies employee(s) of time and place of first day of work.

Attachment:

1. Personnel Action Form