



EMPLOYEE DEFINITIONS

PM-14-08

Section: 14-00, EMPLOYMENT

I. PURPOSE & SCOPE

An employee of the City of Memphis Government is defined as an individual who is employed by City of Memphis Government and directly receives salary and/or wages for such employment, and whose employment is governed by any and all policies as set forth by the City of Memphis Government.

II. POLICY

Employee categories are defined as follows:

A. Regular, Full-Time

A regular, full-time employee is employed by City of Memphis Government in a job classification or title that is established for membership in the City's Retirement System, or any job classification or title that is established to participate in the Social Security System, and who is scheduled to work a standard City work week. A standard City work week is a seven (7) day period which starts on Saturday (12:01 a.m.) and ends on Friday (12:00 a.m.). While some regular, full-time employees are scheduled to work forty (40) hours from Monday to Friday during a standard City week, others have various work schedules based on the nature of their work, such as Police Officers, Firefighters, etc. A regular, full-time employee is eligible to apply for all benefit packages offered by the City, such as a Health Care Plan, Health Maintenance Organization Plans, Life Insurance, Dental Insurance, etc. Pursuant to the City of Memphis Charter, Article 34, entitled Civil Service, regular, full-time employees, who are not in positions that are otherwise exempted, come under the protection of the City's civil service merit system upon successful completion of their initial probationary period.

1. Elected

An elected employee is any individual whose position is filled by public election per the City of Memphis Charter. Elected employees do not come under the protection of the City's Civil Service Merit System as defined in the City of Memphis Charter, Article 34, "Civil Service". However, elected



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employees are eligible to apply for all benefit packages offered to regular, full-time employees.

2. **Appointed**

An appointed employee is any individual whose tenure of employment is at the will and pleasure of the Mayor of the City of Memphis. The Mayor may make interim appointments for Division Directors and others as necessary and may determine the duration of such appointments. Appointed employees do not come under the protection of the City's Civil service Merit System as defined in the City of Memphis Charter, Article 34, "Civil Service". However, appointed employees are eligible to apply for all benefit packages offered to regular, full-time employees.

B. Contingent

Contingent employment includes the following three categories of employment:

1. **Part-time:** A part-time employee is employed by the City of Memphis Government in a position other than regular, full-time capacity. A part-time contingent employee may be scheduled to work a maximum of 56 hours per City pay period. A city pay period is defined as the two (2) week period of activity for which an active employee receives pay from the City. There are twenty-six (26) pay periods per year beginning on a Saturday (12:01 a.m.) and ending on Friday (12:00 a.m.) two weeks later. A part-time employee does not come under the protection of the City's Civil Service Merit System, and is not entitled to participate in any of the City's benefit packages offered to regular, full-time City of Memphis employees with the exception of School Crossing Guards who are eligible to apply for individual City life insurance coverage. However, a part-time employee is covered under the Social Security Act.
2. **Contingent Seasonal Part-Time:** A contingent seasonal part-time employee is employed by the City of Memphis



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Government to perform work that is necessitated by specific seasons and/or activities, such as, Life Guards, grass cutting, survey/road work, etc. A contingent employee may work a standard City work week or less as governed by the seasonal nature of the work. A contingent seasonal-part-time employee shall be employed only for the duration of the season and/or activity. A contingent seasonal employee may be scheduled to work a maximum of 640 hours per calendar year. The 640 hours includes all hours worked by the employee in any and all City Divisions during a 12-month period of time. A contingent seasonal-part-time employee does not come under the protection of the City's Civil Service Merit System and is not entitled to the benefit packages offered to regular, full-time City of Memphis Government employees. However, a contingent seasonal-part-time employee is covered under the Social Security Act.

3. **Contingent Per-Event Part-Time:** A contingent per-event part-time employee is employed by City of Memphis Government to perform work for a particular event, such as Ticket Taker, Usher, concession worker, etc. A contingent per-event part-time employee is paid a set amount of money per event. A contingent per-event part-time employee does not come under the protection of the City's Civil Service Merit System, and is not entitled to participate in any of the City's benefit packages offered to regular, full-time City of Memphis employees. A per-event part-time contingent employee is covered under the Social Security Act.

C. **GRANT**

A grant employee may be employed in a full-time or contingent capacity. A grant employee is employed by City of Memphis Government under the guidelines as set forth by the grant itself and/or its enabling Act, and who is entitled to any and all rights and benefits as set forth by the provisions defined in the grant and/or its enabling Act. Duration of employment is governed by the grant and/or its enabling Act.



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III. GUIDELINES

A. DIVISION DIRECTOR RESPONSIBILITIES

An employee hired to perform contingent work must be clearly identified by the hiring Division as a contingent employee on the Request to Fill Vacancy Form, and should indicate the beginning, and if applicable, anticipated ending date of employment. The completed form should then be submitted to the Director of Human Resources or designee for approval prior to the beginning date of employment.

It is the responsibility of the hiring Division Director or designee to monitor the hours worked by a contingent employee and to timely separate the employee from payroll by submitting a Separation from Payroll form to the Human Resources Director or designee.

B. CONTINGENT EMPLOYEE GUIDELINES

1. A contingent employee is required to live and maintain his/her primary residence within the boundaries of Shelby County, Tennessee.
2. In the event of an On-the-Job Injury, medical bills may be considered for payment under the City's OJI Policy, but wages will not be paid to a contingent employee while he/she is unable to work due to an injury.
3. A contingent employee is not eligible to receive pay for recognized and observed City holidays regardless if he/she works a standard workweek.
4. In accordance with the City's Voting Policy, a contingent employee shall be granted time off work with pay in order to vote.
5. In accordance with the City's Jury/Witness Duty Policy, a contingent employee will be allowed time off from work to serve on jury or witness duty; however, the employee will not receive compensation while serving on jury or witness duties.



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C. EXTENSION OF CONTINGENT EMPLOYEE HOURS

Only the Director of Human Resources or designee has the authority to grant an extension of contingent employee work hours. Extension requests shall be made in writing to the Director of Human Resources from the Division Director and must include the reason for which the extension is needed.

REFERENCE CORRESPONDING POLICIES

- PM-14-09, EMPLOYMENT OF RELATIVES
- PM-14-10, AGE REQUIREMENTS
- PM-14-11, EMPLOYMENT OF TEMPORARY CONTINGENT, SEASONAL-TEMPORARY CONTINGENT, AND PER-EVENT TEMPORARY CONTINGENT EMPLOYEES
- PM-18-05, FAIR LABOR STANDARDS ACT
- PM-46-01, HOLIDAYS
- PM-46-05, JURY/WITNESS DUTY