

CLASSIFICATION OF EMPLOYEES (CIVIL SERVICE)

1. **Full-time**: Employees who work for ***(name of local unit)*** on an annual basis, for a full business day and business week. A full-time employee shall be anyone who works _____ hours or more per week or per individual, bargaining unit or union employment contracts.

2. **Part-time**: Employees who work for ***(name of local unit)*** on an annual basis, but for less than a full business day or business week. A part-time employee shall be anyone who works 29 hours per week or less.

3. **Seasonal**: Employees who work for ***(name of local unit)*** during the summer season or other season on a temporary basis; seasonal employees work full-time (a full business day or week) or part-time (less than a full business day or week). Not to exceed six months or as stipulated by the applicable law.

4. **Temporary**: Employees who are appointed to a temporary position. These employees may be deemed as permanent or provisional by the NJ CSC or State of New Jersey.

5. **Permanent**: Employees who have acquired "Permanent Status" which is the attainment of tenure and rights resulting from the successful completion of an examination, working test period, and any other related procedures such as successful completion of Police or CSC examination.

6. **Provisional**: Employees who are appointed to a position pending open competitive or promotional procedures.

7. **Confidential**: Employees who have access to confidential information subject to use by ***(name of local unit)*** in collective bargaining or work in a close, continuous relationship assisting a management employee.

8. **Classified Service**: Positions normally filled through competitive testing and probationary periods and are covered by CSC regulations.

9. **Unclassified Service**: Positions normally to which appointments are made without competitive testing or a probationary period and are not covered by CSC laws and regulations.