

CLASSIFICATION OF EMPLOYEES (NON-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.