



## ADMINISTRATIVE DIRECTIVE

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### I. **POLICY**

The City makes permanent, temporary and non-permanent appointments to City positions in accordance with the Civil Service Rules.

### II. **PERMANENT APPOINTMENT**

#### A. FULL-TIME: These positions require:

1. Regularly scheduled work of 40 hours per week (2080 hours in a full calendar year), and
2. Recurring work for long duration requiring more than 12 months of continuous uninterrupted service.

#### B. PART-TIME: These positions require:

1. Regularly scheduled work of fewer than 40 hours per week, and
2. Recurring work for long duration requiring more than 12 months of continuous uninterrupted service.

### III. **TEMPORARY APPOINTMENT**

Whenever a need exists to hire or promote an employee into a permanent position because of a temporary vacancy caused by the regular incumbent being on leave for a period of not more than 12 months, the appointing officer may request to fill the position on a temporary basis in accordance with Civil Service Commission Rule VI – Appointments, Section 3.

### IV. **NON-PERMANENT APPOINTMENT**

#### A. Non permanent appointments will be made to positions designated as intermittent, seasonal, or temporary by the Human Resources Director. Non-permanent positions supplement the regular permanent workforce and include only the following:

1. Intermittent positions work up to 1,500 hours per fiscal year on an on-call, as needed basis or on schedules that vary depending on workload.
2. Seasonal positions work up to 1,500 hours per fiscal year with specific start and end dates to cover workloads in specific periods of the year.
3. Temporary positions work part-time or full-time on a specific project that is expected to be one year or less in duration. Temporary positions can be extended one time for an additional six months with the approval of the City Manager.



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- B.** Non-permanent positions must be advertised as non-permanent positions on the recruitment notices. Newly appointed non-permanent employees must sign an acknowledgement that the position is non-permanent.
- C.** The acceptance or declination of a non-permanent appointment shall not affect an applicant's standing on any employment list, eligibility list, or eligibility for a probationary appointment.
- D.** Employment under a non-permanent appointment shall not be counted as part of a probationary period. Non-permanent appointments do not grant any property rights to the incumbent. The appointing officer may terminate a non-permanent appointment at any time without notice or right of appeal but shall transmit to the Director the reasons for such actions.

**Appendices**                      None

**References**                      Tucson City Code Chapter 10  
Civil Service Rules

**Review Responsibility and Frequency**      The Director of Human Resources will review this directive annually, based on date of publication.

**Authorized**

  
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City Manager      Date      12/12/06