

	CITY OF DECATUR PERSONNEL POLICY		
Chapter 02	Employment		
Section 04	Employment Status		
Revised By:	Nate Mara, City Manager	Revised Date:	October 13, 2025
Approved By:	Nate Mara, City Manager	Effective Date:	January 1, 2026

02.04 Employment Status

The City classifies City employees for the purpose of employment status and benefit eligibility as follows:

- A. **Orientation Period.** The Orientation Period applies to a full-time or part-time employee during the performance orientation period of initial employment, promotion, or transfer. Newly hired employees are subject to progressive levels of discipline and are not eligible to use the City’s Employee Appeals Policy during the Orientation Period.

- B. **Probation Period.** Newly hired employees and employees promoted or transferred will complete a 90-day probation period.

- C. **Regular Full-time.** Regular Full-time is described as an employee in a budgeted position with an officially scheduled work week of 40 hours or more (except for certain Fire and Police shift personnel who have different work cycles) who has successfully completed the initial orientation period. Generally, regular full-time employees are eligible for the City’s full benefits package, subject to the terms, conditions, and waiting periods of each benefit program. Regular employees classified as full-time are required to participate in the Texas Municipal Retirement System (TMRS).

- D. **Regular Part-time.** Regular Part-time is described as an employee in a budgeted position with an officially scheduled work week of less than 20 hours or less than 1,000 hours per calendar year who has successfully completed 6 months of active service with the City. Regular Part-time employees receive all legally mandated benefits (such as workers’ compensation insurance coverage) but are not eligible for the City’s other employment benefits.

- E. **Part-time TMRS Eligible.** Part-time TMRS Eligible is described as an employee in a budgeted position with an officially scheduled work week of more than 20 hours but less than 30 hours on average, not to exceed 1,500 hours per calendar year. Part-time TMRS Eligible employees must participate in the Texas Municipal Retirement System (TMRS) and may receive all legally mandated benefits (such as workers’ compensation insurance coverage) but are not eligible for the City’s other employment benefits.

- F. **Temporary/Seasonal-Full-time.** Temporary/Seasonal Full-time is described as an employee who is employed for only a specific time period, for a special assignment, or as an interim replacement with an officially scheduled work week of 30 hours or more hours. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary and seasonal employees retain that status unless until notified of a change in writing by the Director of Human Resources. Temporary and seasonal full-time employees are eligible for the City's full benefit package subject to the terms, conditions, and waiting periods of each benefit program and are required to participate in the Texas Municipal Retirement System (TMRS).
- G. **Temporary/Seasonal Part-time.** Temporary/Seasonal Part-time is described as an employee who is employed for only a specific time period, for a special assignment, or as an interim replacement. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary and seasonal employees retain that status unless and until notified of a change in writing by the Director of Human Resources. Temporary and seasonal employees receive all Part-Time legally mandated benefits, such as workers' compensation insurance, but they are not eligible for the City's other employment benefits. Temporary/Seasonal Part-Time employees must not exceed 20 hours work per week.
- H. **Exempt/Non-exempt.** In addition to being in one of the above categories, each employee is also designated as either exempt or nonexempt from federal and state wage and hour laws. Employees are informed of their status as exempt or nonexempt at the time of their initial employment or subsequently if their classification changes for any reason. An employee's exempt or nonexempt classification may be changed only upon written determination by the Director of Human Resources.