

DEFINITIONS

I. PURPOSE

The following definitions apply to this policy unless the context clearly indicates otherwise.

A. REGULAR FULL-TIME NON-EXEMPT EMPLOYEE

An employee who works forty (40) hours or more per week and who has successfully completed his/her introductory period and is not exempt from the provisions of the Fair Labor Standards Act and who receives full benefits as provided by the City.

B. REGULAR PART-TIME EMPLOYEE

An employee hired on the basis of less than 40 hours a week. Part-time employees do not receive benefits such as: vacation, sick leave, health insurance, etc.

C. TEMPORARY/SEASONAL EMPLOYEE

Employee(s) hired, part-time or full-time, for a specific period of time, with an anticipated date of termination indicated at the time of appointment and who are not entitled to benefits. This type of employment may be renewed.

D. INTRODUCTORY EMPLOYEE

An employee who is hired in a non-temporary position who has not completed his/her introductory period of employment with the City.

E. RETIREE

A retiree of the City of Harlingen is a Civil Service or non-Civil Service employee who has ceased working from his/her active vocation or profession with the City upon meeting eligibility requirements of either the Texas Municipal Retirement System or Firemen's Relief and Retirement Fund and who is currently receiving retirement pension funds from either of the said retirement systems.

F. ENTITY

The City of Harlingen or Harlingen Waterworks System.

G. REVIEW DATE

The date of an employee's last promotion, demotion or department transfer date.

H. EMPLOYMENT DATE

The date on which an employee begins service with the City.

I. MANAGER

Reference to City Manager or Waterworks General Manager shall apply as the context requires.

J. DEPARTMENT DIRECTOR

An employee who is responsible for the administration of a department(s).

K. SUPERVISOR

An employee responsible for directing the work of others.

DEFINITIONS

L. SEPARATION

Any termination of employment. Termination may include death, discharge, lay-off, seasonal employment, resignation, retirement or work completion.

M. HUMAN RESOURCE DEPARTMENT

Reference to the Human Resources Department for the City or Waterworks System shall apply as the context requires.