

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Employee Status
POLICY NUMBER: 3015

3015.1 A "Regular" employee is one who has been hired to fill a regular position (i.e., budgeted) in any job classification, and who has completed his/her probationary period. Regular employees may be full-time or part-time.

3015.2 A "Probationary" employee is one who has been hired to fill a regular position (i.e., budgeted) in any job classification and has less than six (6) continuous months of service with the Library District. Upon completion of six (6) months of continuous service with the Library District in said classification, and upon the District Librarian's decision to retain said employee, said employee will be granted regular employee status.

3015.3 A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee may range from one day to a maximum of six (6) months of continuous service; provided, however, that the Library District may enter into specific written agreements to hire temporary employees for periods exceeding six (6) months.

Adopted 02/27/2006