



# CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 10/01/91

SECTION <b>400</b>	SUBJECT <b>EMPLOYEE STATUS REFERENCES</b>
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1. Employee Status – Each employee is considered to have regular full-time, regular part-time or temporary status, depending on the status of the position held. Employee status affects employment rights, benefits eligibility, and salary increase eligibility. Reference: Section 401, Employee Status, for full definition.
2. Payroll Status – Each employee is considered to have either active or inactive payroll status. Payroll status may affect benefits participation and salary increase eligibility. Reference: Section 402, Payroll Status.
3. Probationary Status – An employee may serve an Employment Probation, Position Probation, Performance Probation, and/or Disciplinary Probation. Probationary status does not affect employment rights, benefits participation or salary increase eligibility unless otherwise stated. Reference: Section 403, Probationary Status.
4. Changes in Status – The following actions constitute changes in status which may affect benefits participation, salary, salary increase eligibility, employment rights, and probationary status.
  - A. Changes in regular full-time, regular part-time or temporary status.  
Reference: Section 401
  - B. Rehiring or reinstating a terminated employee  
Reference: Section 404
  - C. Change in active or inactive payroll status  
Reference: Section 402
  - D. Promotion, demotion, transfer  
Reference: Section 407
  - E. Placement in acting capacity  
Reference: Section 405
5. Personal Changes – Changes in personal information are reported to the Personnel Department as stated in Section 409, Personal Changes.
6. Terminations – Reference Section 502, Termination

AMENDS/SUPERSEDES SECTION <u>400</u> , 02/01/90	REFERENCES	APPROVAL
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