

**CARMICHAEL WATER DISTRICT  
POLICY MANUAL**

**POLICY 2020: Employee Status**

**2020.10** A "regular employee" is an employee who has been appointed to a position in a classification, on either a part-time or full time basis, which requires the successful completion of a probationary period.

**2020.20** A "probationary employee" is an employee who is serving a probationary period of a minimum of six (6) months.

**2020.20.1** At the end of the probationary period, Carmichael Water District (District) will determine if the employee has successfully passed probation, becoming a "regular employee".

**2020.30** A "full time employee" is an employee that has a regularly scheduled paid work week with a minimum of forty (40) hours per week. Fulltime, full time, and full-time are all interchangeable within District policies.

**2020.40** A "part-time employee" is an employee that has a regularly scheduled paid work week with less than forty (40) hours per week. Part-time and part time are all interchangeable within District policies.

**2020.50** A "temporary employee" is an employee who has been appointed, on either a part-time or full-time basis, for a limited duration, usually not to exceed one thousand (1,000) hours annually.

**2020.60** No policy, guideline, or statement contained elsewhere in this manual should be applied or construed as either an express or implied contract of employment. Employees are employed at the will of the District for an indefinite period, and, therefore may be terminated by the District at any time, for any reason. Likewise, an employee may resign from the District at any given time for any reason.

**2020.70** Upon resignation by an employee, the District may opt to exercise its right to accept that resignation immediately.