320
EMPLOYEE CLASSIFICATION

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PURPOSE

The purpose of this policy is to establish guidelines for classifying positions within the County employment system.

SCOPE

This policy clarifies employment classification, employment status and categories of personnel working for the County.

CROSS REFERENCES

Compensation, Policy 310
Employee Classification Review, Policy 330
Volunteers, Policy 340
Grievance and Appeal, Policy 610

POLICY AND PROCEDURE

1. Classification

   A. Full Time - Employees hired to work at least 40 hours a week on a regular basis.

   B. Part Time - ACA Benefit Eligible Employees hired to work at least 30 hours a week on a regular basis.

   C. Part Time - Employees hired to work less than 20 hours a week on a regular basis or less than 1040 total hours per year, without access to County benefits.

   D. Temporary – Defined as being limited to a definite period of time not more than 90 days consecutive per calendar year. Temporary employees, whether part time or full time, shall not qualify for regular employee benefits (except the mandatory benefits that shall be provided as prescribed by law, i.e. social security, workers compensation and unemployment). Temporary employees are hired to work for the County on special assignment with the specific understanding that such work will be completed within a short period of time.

E. Seasonal – Defined as annually recurring periods of work of more than 90 consecutive days during a calendar year. Recurring work that lasts less than 90 is considered temporary employment. The agency determines the length of the season, subject to the condition that it be clearly tied to the nature of the work.

2. Employment Status

A. Regular, Merit, Career Service employment status – all County policies apply. Selection, advancement, and discipline activities are conducted consistent with the County's philosophy of human resources management. The employee shall be subject to a probationary period. The probationary period is six (6) months with some exceptions. The probation period for sworn personnel in Corrections and Law Enforcement, who are not P.O.S.T. certified and who do not have at least two years of related work experience, shall be for a period of one year. Deviation from the standard probationary period shall be approved by the County Commission, in consultation with the HR Director.

1. A probationary employee shall be given an opportunity to demonstrate competence.

2. During a probationary period, an employee may be discharged for any legal reason, and shall not have grievance and appeal rights.

3. Management staff may not dismiss a probationary employee without first preparing and providing to the employee a written statement outlining the reasons for discharge.

4. Prior to dismissing any probationary employee, the Department Head shall first consult with the HR Director.

B. Part Time – Individuals in non-career service status who work in seasonal, intern, or temporary positions, or individuals working less than 20 hours per week on a regular basis – eligible for all employment rights and privileges as prescribed by Federal and State law. These employees are "at-will employees."

C. Appointed – Positions that serve at the discretion of the appointing authority may or may not be filled through a competitive selection process. These employees are "at-will employees."

D. Elected – Officials that are elected by the public. These officials are exempt from the career service:

Assessor (1)	Full Time
Attorney (1)	Full Time
Clerk/Auditor (1)	Full Time
Commissioner (3)	Full Time
Recorder (1)	Full Time
Surveyor (1, unpaid)	Part Time
Sheriff (1)	Full Time
Treasurer (1)	Full Time

3. Job Categories - All County positions shall be categorized into specific job categories as defined by the Equal Employment Opportunity Commission's Classification Guide.

4. Volunteer Provisions - Volunteers may be appointed by the County Commissioners. The HR Director shall develop guidelines for use of volunteers.