

## **SECTION 4 EMPLOYMENT**

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### **SECTION 4.1 DEFINITIONS OF EMPLOYMENT STATUS**

**Exempt** – Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and state law and who are exempt from overtime pay requirements.

**Non-exempt** – Employees whose positions do not meet FLSA exemption tests and who are paid a multiple (monetarily or with compensatory time off) of their regular rate of pay for overtime, as required by federal and state law.

**Full-time** – Regular employees scheduled to work 40 hours or more per week and whose positions have been classified as full-time as determined by the elected official or department head, and have been approved in the budget process. Regular full-time employees are eligible for County benefits, such as vacation, sick time, personal leave and holiday pay.

**Regular Part-time** – an employee hired to perform work on an on-going basis, generally not to exceed an average of seventeen (20) hours per week. They are ineligible for County benefits and holiday pay. They do not receive vacation or sick pay, and are not eligible for insurance coverage. They do participate in retirement.

**Orientation Period Employee** – New employees with less than 90 days of service.

**Regular** – Employees who have completed the 90-day orientation period.

**Temporary/Seasonal** – Employees who are hired for a pre-established period usually during peak workloads or for vacation relief. They may work a full-time or part-time schedule. They are ineligible for County benefits and holiday pay. They do not receive vacation or sick pay, and are not eligible for insurance coverage. It is recommended that the duration of employment for this category not exceed 90 days (720 hours). A temporary employee will not automatically change from temporary to another status merely by working in excess of the period expected or authorized.

**Casual** – Employees who are hired on an as-needed basis usually during peak workloads, for vacation relief, special projects, etc. They are ineligible for County benefits and holiday pay. They do not receive vacation or sick pay, and are not eligible for insurance coverage. It is recommended that these employees not exceed 900 hours per year.