

GP- 5: Definitions of Employee Status

GP- 5: Definitions of Employee Status

1. PROBATIONARY EMPLOYEE:

New employees shall normally be placed on a probationary basis for a period of one (1) year, or less, at the discretion of the County Administrator, based upon the recommendation of the department head. After the successful completion of the probationary period, the employee may be granted an increase in salary up to 5%. An employee may be required to complete an additional probationary period at the discretion of his department head and the County Administrator. This additional probationary period will last a maximum three months. An employee is not guaranteed employment for any length of time.

2. REGULAR FULL-TIME EMPLOYEE:

An employee who has successfully completed a one year probationary period, who occupies an established full-time position, and who usually and consistently works a department's official workweek, and who is not a temporary employee. A regular full-time employee is eligible for all benefits.

3. REGULAR PART-TIME EMPLOYEE:

An employee who has successfully completed a one year probationary period, who occupies an established part-time position, and who usually and consistently works, by agreement with the County, fewer hours per day or fewer days per week, than the department's official workday or workweek, and who is not a temporary employee.

4. TEMPORARY EMPLOYEE:

Those employees, other than independent contractors, who are hired for short-term, intermittent employment. Employees may work a varied number of hours a week and are often called as needed, or temporary employees may work for a limited period or until completion of a specified event to fulfill a temporary need.

5. EXEMPT EMPLOYEE:

Employees who are exempt from the overtime requirements of the Fair Labor Standards Act. These employees are classified as either executive (supervisory), administrative, or professional.

6. NON-EXEMPT EMPLOYEE:

Employees who are not exempt from the overtime and record keeping provisions of the Fair Labor Standards Act.

7. EMPLOYED COUNTY RETIREES:

Employee who has retired from the county and has returned to work after a break in service. This employee can be rehired as a temporary *I* as needed employee in any position with no full time benefits. These positions will be evaluated yearly.