

10. Employment Categories

A. Full-time

Full-time employees shall work, at a minimum, 40 hours per week on an ongoing, continuous basis. Employees who do not log 40 hours each week, either in time-worked or authorized leave, are not full-time employees. Full-time employees earn all benefits.

Amended 7-9-15.

B. Part-time

Part-time employees work fewer hours than full-time employees on an ongoing, continuous basis. Work schedules may fluctuate by week, month, or season. FTE status will be computed based on average hours-worked over a six-month period. Only part-time employees working 50 percent or more of the FTE are eligible for insurance benefits.

Amended 7-9-15.

C. Temporary

Temporary employment may be full-time or part-time. Temporary employees shall be hired for a period of time not to exceed 1 year.

Temporary employment shall not count toward service date or original provisional period.

Temporary employees may be separated at any time without 2 weeks' notice. The notice of separation must be in writing and shall specify the date of separation.

Temporary employees shall not receive benefits except the following types of paid leave: civil leave and military training or emergency duty leave.

Temporary employees have no grievance rights.

D. Authority for Employment of Temporary or Part-time Employees

Employment of persons on a temporary basis can be undertaken upon the recommendation of the appropriate supervisor and the approval of the Administrative Office. The recommendation shall contain the reasons for employment and the expected duration of employment. If offices have temporary help who are paid on an hourly basis, time cards shall be submitted in compliance with the schedule that has been set by the Administrative Office.

Amended 7-9-15.

E. Replacement Status

For the purpose of training, and with the approval of the Administrative Office, supervisors may hire a qualified applicant for a period not to exceed 30 calendar days to understudy an incumbent vacating a position. Service in a replacement status shall be included as a part of the original provisional period for the position occupied.
