

Grant County Personnel Policy

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APPROVED: 

Cindy Carter, Chair, Board of County Commissioners

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Date Signed

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CONTACT: Human Resources

405 – Employment Status/Classifications

405.1 Employment status/classifications affect areas such as, but not limited to, benefits and overtime/compensatory time. Positions will be full-time or part-time based on the number of hours regularly scheduled to work. Full-

time and/or part-time positions may be eligible for the overtime provisions in accordance with the Fair Labor Standards Act (FLSA). Employment status/classifications are assigned to the position through the job description process in accordance with County policy and local, state, and/or federal regulations.

405.1.1 A **full-time employee** is one who is employed in a budgeted position, paid on a salary, and is regularly scheduled and works an average of forty (40) or more hours per week.

405.1.2 A **part-time employee** is one who is employed in a budgeted position, paid on a salary or on an hourly basis, and is regularly scheduled and works less than forty (40) hours per week.

405.1.3 An **exempt employee** is one who is employed in an executive, administrative, managerial or professional capacity as defined by the Fair Labor Standards Act (FLSA). These employees are exempt from overtime and are paid for work performed rather than hours of work.

405.1.4 A **non-exempt employee** is one who is employed in a position which is not one of the categories of exempt employees. Non-exempt employees are eligible for overtime as set forth in the FLSA (over forty (40) hours worked in a seven (7) day work period) and are paid for all hours worked.

405.1.5 A **temporary/seasonal employee** is one who is employed for a specific period of time or season for the purpose of assisting an office or department with its workload and should not exceed a five (5) month consecutive period of time. The Board of County Commissioners may grant any necessary extension of this five (5) month consecutive period on a case-by-case basis.

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