



## LEWIS AND CLARK COUNTY POLICY

<b>Subject:</b> Employment Status	<b>Policy No:</b> 1.2.3
<b>Approved:</b>	<b>Effective Date:</b> Aug. 1, 2015 <b>Revised Date:</b> 05/31/17

### I. Policy Statement

All employees paid through the County payroll system will be assigned an employment status for the purpose of determining eligibility for pay and benefits of employment with Lewis and Clark County. The status of an employee is a key component of the County's personnel system.

### II. Applicability

All Lewis and Clark County employees.

### III. Definitions

None.

### IV. Directives

#### A. Employment Status Definitions

1. The Human Resource Department will assign one of the following to every County employee:
  - a. **Regular Full-time Status** – an employee who has satisfactorily completed an appropriate probationary period and who regularly works at least forty (40) hours per week in a position. Pay rates are determined by collective bargaining agreement and/or the County's pay matrix.
  - b. **Regular Part-time Status** – an employee who has satisfactorily completed an appropriate probationary period and who regularly works less than forty (40) hours per week in a position. Pay rates are determined by collective bargaining agreement and/or the County's pay matrix.

- c. **Seasonal Full-time Status** – an employee who regularly works at least forty (40) hours per week in a position, who performs duties interrupted by the seasons, and who may be recalled without the loss of rights or benefits accrued during the preceding season. Seasonal status positions are generally re-hired each year for the particular season. Pay rates are determined by collective bargaining agreement and/or the County’s pay matrix.
- d. **Seasonal Part-time Status** – an employee who regularly works less than forty (40) hours per week in a position, who performs duties interrupted by the seasons, and who may be recalled without the loss of rights or benefits accrued during the preceding season. Seasonal status positions are generally re-hired each year for the particular season. Pay rates are determined by collective bargaining agreement and/or the County’s pay matrix.
- e. **Temporary Full-time Status** – an employee who regularly works at least forty (40) hours per week in a position created and budgeted for a definite period of time not to exceed 12 (twelve) months or 365 (three hundred sixty five) calendar days. Temporary status employees are not eligible for Regular or Seasonal status and may not be appointed to a Regular or Seasonal status position without benefit of a competitive selection process. (See Policy 1.2.4.) Temporary status employees may be paid according to a rate established in the adopted budget, collective bargaining agreement and/or the County’s pay matrix.
- f. **Temporary Part-time Status** – an employee who regularly works less than forty (40) hours per week in a position created and budgeted for a definite period of time not to exceed 12 (twelve) months or 365 (three hundred sixty-five) calendar days. Temporary status employees are not eligible for Regular or Seasonal status and may not be appointed to a Regular or Seasonal status position without benefit of a competitive selection process. (See Policy 1.2.4.) Temporary employees may be paid according to a rate established in the adopted budget, collective bargaining agreement and/or the County's pay matrix.
- g. **Short-Term Status** – an employee who works less than 90 days in a continuous 12-month period. Short-Term status employees are not eligible for promotion to Regular or Seasonal status and may not be appointed to a Regular or Seasonal status position without benefit of a competitive selection process. (See Policy 1.2.4.) Short-Term status employees may be paid according to a rate established in the adopted budget, collective bargaining agreement and/or the County's pay matrix. Short-Term status employees are not eligible to earn leave and holiday benefits described in Policy 1.2.8.
- h. **Student Intern** – an employee who (a) has been accepted to or is currently enrolled in an accredited school, college, or university and is hired directly by a department in a student intern position; (b) is not eligible for Regular status; (c) is not eligible to become a Regular or Seasonal status employee without a competitive selection process; (d) is covered by the County’s workers' compensation insurance; (e) is not eligible to earn the leave and holiday; and (f) may be dismissed without cause. Student Interns may be paid according to a rate established in the adopted budget, collective bargaining agreement and/or the County's pay matrix.
- i. **Probationary Status** – an employee in the initial period of employment, during which time the work performance and conduct of the employee is appraised to determine whether Regular or Seasonal status will be granted. New county employees, except for Sheriff’s Deputies and Detention Officers, have a six-month probationary period. The County reserves the right to extend the

probationary period not to exceed an additional six (6) months. Sheriff's Deputies have a one-year probationary period that may not be extended. Written documentation from the direct supervisor, elected official, or department director stating that the employee has successfully completed his/her probationary period and is recommended to be removed from probationary status must be received by the Human Resource Director prior to the end of the probationary period. This may be accomplished either through the six-month performance appraisal or through a memo.

- j. **Dismissal During Probationary Period** – an employee may be dismissed at any time during probation for any reason or no reason. The employee may be given written communication outlining the cause(s) for probationary dismissal but this is not required.
- k. **Extension of Probationary Period** – the Human Resource Director approves a probationary period extension and strict guidelines will set guidelines for any extension of the probationary period. For any employee other than a sworn Sheriff's Deputy, the County may extend the probationary period for up to six (6) months under the following conditions:
  - i. the employee has not satisfactorily met the job requirements and the elected official/department director is willing to allow more time to meet those standards; or
  - ii. extensive absence from work during probationary period.
- l. **Performance Appraisals During Extended Probation** – if an employee's probationary period is extended beyond the original six (6) months, a performance appraisal will be given to the probationary employee at least once during the extended probationary period.

## **B. Personnel Change Forms**

1. Prior to a change in wage, a change in longevity, a change in position title, a change in status, a promotion, or a termination, the elected official/department director must complete and submit a form requesting the change to the Human Resource Department.
2. The Human Resource Department staff will review and approve information submitted on personnel change forms. Information will be recorded in the employee's personnel file. In the event that the Human Resource Department staff revises the information on the form, a copy of the amended form will be sent to the initiating department.

## **V. Closing**

Provisions of this policy will be followed unless they conflict with negotiated labor contracts which will take precedence to the extent applicable.

Questions concerning this policy should be directed to the Human Resource Department.

## **VI. References**

None

VII. **Attachments**

None