



## Employee Status Policy

### PURPOSE

It is the intent of Grand Traverse County to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at-will at any time is retained by both the employee and Grand Traverse County.

### POLICY & PROCEDURE

#### Fair Labor Standards Act Job Classifications

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

- Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are *not* exempt from the law's requirements concerning minimum wage and overtime.
- Exempt employees are generally executives, managers, professional, administrative or outside sales staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Grand Traverse County has established the following categories for both nonexempt and exempt employees:

**Regular full-time employee** - Nearly all employees of the County hold appointments as regular full-time employees. They are regularly scheduled to work 37.5 or 40 hours per week, whichever is considered to be the normal departmental work week, and are eligible for all County benefits.

**Regular part-time employee** - These employees are regularly scheduled on an annual basis to work less than the number of work week hours considered to be the normal departmental work week. Employees will be covered by social security, workers' compensation, and, if they work a minimum of 50% of the normal departmental work week, they shall be covered under the County retirement plan. Short term disability, Long term disability, life and accidental death and dismemberment insurance will be covered by the county if the employee works a minimum of 15 hours per week. If the employee meets the minimum hours required in the plan document, he/she may elect to be covered by the County's health, vision and dental programs, with the County covering the prorated amount of the premium (or illustrative rate in lieu of premium) based upon the number of hours the employee is regularly scheduled to work, with the employee reimbursing the County through a payroll deduction for the remainder. All regular part-time employees will accumulate and be paid for vacation leave, personal leave, and holidays prorated to the number of hours they are regularly scheduled to work. Any temporary increase or decrease in regularly scheduled hours of thirty (30) days or less shall not affect benefit coverage. If the department submits a request for a change in standard hours in excess of 30 days, leave accumulation shall be adjusted. If the employee is already on the health insurance, their payroll deduction shall be adjusted. However, an increase in standard hours must be expected to last at least six (6) months in order to enroll in health insurance.

**Temporary employee** - These employees will receive definite, limited time appointments. Continuation beyond the expiration date of such appointments will be only as a result of specific personnel action. Temporary employees are covered only by social security and workers' compensation, and are not eligible for pension or health, life, or disability insurance. They will not earn personal, vacation, or holiday pay. These employees may work either full-time or part-time hours, involving tasks which would not normally be performed by the County on a year-round basis, but in relation to the needs of a specific County program or activity. They may be hired to cover a temporary increase in work load, or to replace an employee on a leave of absence.

Temporary employees who are later hired to fill a regular position without a break in service of over thirty (30) days between the temporary employment and the regular appointment shall keep their date of hire into the temporary position as their service date for the regular appointment (for purposes of longevity bonus and amount of vacation leave accrual), however they shall use the date of the regular appointment for pension and insurance. At no time shall retroactive vacation or personal leave be credited for the period of temporary appointment. If the employee fills a regular position in the same classification and at the same pay grade and step, their anniversary date shall remain the same for purposes of step increase, otherwise the anniversary date shall be changed in accordance with the Compensation Plan.

**On-Call Employee** - These employees do not have regularly scheduled hours, but work when required. On-call employees are covered only by social security and workers' compensation and are not eligible for any other fringe benefits. They will not earn personal, vacation, or holiday pay. They also will not receive annual step increases. However, if they are on the salary schedule, they will receive any adjustment made to the salary schedule.

These definitions may differ for employees who are members of recognized unions, organizations, or associations.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

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