



LAKE COUNTY
BOARD OF COUNTY COMMISSIONERS
County Procedure

Title: TYPES OF WORK STATUS

Number: ES-3.03.01

Approved: July 7, 2009

Originator: Office of Employee
Services & Quality
Improvement

Review: July 7, 2014

I. PURPOSE AND SCOPE

To create standardized status categories for employees of the Lake County Board of County Commissioners in accordance with LCC-89, Employee Status.

II. DEFINITIONS

N/A

III. PROCEDURES

A. General Administration

All employees are classified into specific categories for recordkeeping purposes within the County's personnel system. Benefits and pay, including paid holidays, are different for employees in certain categories. Specific provisions are outlined in applicable employment policies and procedures and/or insurance program documents.

B. Employee Status Categories

1. New Hire Probation

All new hires are placed into a six-month probationary period, except for newly hired Firefighters and Fire Lieutenants, who serve a one-year probationary period, and Management Employees, who do not serve a probationary period. The probation period is used by both the County and the employee to assess the mutual benefits of the employment. Completion of the probationary period does not confer an expectation of continued employment for any specific term. An

employee has the right to terminate at any time and the County has the same right, with or without cause.

The following Employment Policies/Procedures do not apply to Probationary Employees:

- a. Layoffs Procedure ES-03.03.04
- b. Corrective Action Policy LCC-86
- c. Corrective Action Procedure ES-4.01.01 with the exception of involvement in the grievance process as a supervisor or witness in the grievance complaint.

In addition, Probationary Employees are exempt from any other due process procedures conferred by any other BCC policy or procedure, local, state or federal law.

2. Regular: This classification pertains to all employees who have satisfactorily completed the probationary period of employment other than those classified as Management or Temporary.

3. Management: Management employees are employees assigned in the following job titles: County Manager, County Attorney, Deputy County Attorney, Assistant County Attorney, Department/Office Director, Division Director, and any other at-will position/employee designated by the County Manager in writing.

The following Employment Policies/Procedures do not apply to Management Employees:

- a. Layoffs Procedure ES-03.03.04
- b. Corrective Action Policy LCC-86
- c. Corrective Action Procedure ES-4.01.01 with the exception of participation in the grievance process as a member of the grievance committee or in cases where the Management Employee is involved as a department/office director, supervisor or witness in the grievance complaint.

In addition, Management Employees are exempt from any other due process procedures conferred by any other BCC policy or procedure, local, state or federal law.

Management Employees are covered by all other standards of employment outlined in Employment Policies and Procedures.

Classification as a Management Employee and adherence to any related provisions is a condition of employment of all Management Employees.

4. Assessment Period

All employees who change positions internally, e.g. transfer, promotion, or demotion with the exception of transfers within the same job classification and voluntary demotions must serve a six-month assessment period. Employees who are voluntarily demoted may serve a six-month assessment period at the discretion of the new department/office director.

Prior to the end of the six-month assessment period, an evaluation shall be completed. If an employee cannot successfully perform the functions of the new position within the assessment period, the employee may be demoted or terminated by the County. However, if the employee failing this six-month assessment period has already satisfied the new hire probationary period, removal from the new position as described above must occur within the Corrective Action process as outlined in County Procedure 4.01.01, Corrective Action Administration.

Pay and benefits for employees in this status are the same as for regular employees as long as the new hire probationary period has been served.

5. Corrective/Performance Probation

Employees may be placed on a Performance Improvement Plan (PIP) due to corrective action or to substandard job performance in accordance with Procedure ES-4.01.01, Corrective Action and will be subject to the administrative procedures outlined therein. Otherwise, employees serving a PIP retain the same benefits and pay as Regular Employees.

6. Temporary/Seasonal

This classification refers to employees in positions meeting one of the following criteria:

- The position is intended to last less than six (6) months, or
- The position is intended to be filled by only a student. This includes *paid* Student Interns who may or may not be enrolled in a work-study program.

Temporary/Seasonal Employees are not entitled to any benefits other than those required by law, e.g. Workers Compensation.

7. Casual/On-Call

This classification refers to employees who are on-call status. They have no regular, set schedule and may exceed six (6) months of employment.

Casual/On-Call employees are not entitled to any benefits other than those required by law, e.g. Workers Compensation.

8. Limited-Term/Grant

This classification refers to employees who are hired for positions scheduled to last longer than six (6) months established solely to perform a specific project or to fulfill the purposes of a grant with funding provided by the grant. Limited-term/Grant employees are terminated upon the expiration of the project or underlying grant(s). Otherwise, Limited Term/Grant Employees have the same status as Regular or Management Employees in accordance with their position classification and are entitled to all benefits accordingly.

9. Volunteers

This classification refers to a person who, of their own free will, provides goods or services to any unit of County Government without receiving monetary or material compensation, including stipends. This includes *unpaid* student interns. Volunteers are not considered to be in an employment relationship with the BCC and thus are not classified as “employees.”

Volunteers are unpaid and are not entitled to any benefits other than those required by law, e.g. Workers Compensation.

C. Full-Time and Part-Time Employees

In addition to the categories listed above, each employee is designated as full or part-time.

Full-time employees are scheduled to work at least thirty (30) hours per week on a regularly scheduled basis.

Part-time employees are scheduled to work less than thirty (30) hours per week on a regularly scheduled basis.

D. Benefits

County benefits vary according to employment status. Specific provisions are outlined in applicable employment policies and procedures and/or insurance program documents.

IV. RESERVATION OF AUTHORITY

The authority to issue or revise this Procedure is reserved to the County Manager. The County Manager may authorize exceptions to this procedure when deemed appropriate.

Approved By: Cindy Hall, County Manager

Date: 7/7/09