

Section Name: Employee Relations
Section Number: 400
Policy Number: 409

Effective Date: March 23, 1999
Date of Revision: March 19, 2019

Subject: Employment Status

Overview

It is the intent of County of Monroe to clarify the definitions of employment classifications so that employees understand their employment status and benefits 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 County.

Purpose

The purpose of this policy is to identify the various categories of employment recognized by the County of Monroe.

Scope:

This policy applies to all non-union employees and officials who are employed by the County of Monroe in the course of the County's mission and public services of a local county government.

Statement of Policy:

A. Fair Labor Standards Act Job Classifications

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

1. Nonexempt Employees- A category of employees entitled to overtime pay and minimum wage as described in the Fair Labor Standards Act (FLSA).
2. Exempt Employees- A category of employees who, based on duties performed and manner of compensation, are exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions.

B. County Classifications

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

1. Regular Employee – An Employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.

2. Full-time Employee- An employee who is scheduled to work forty (40) or more hours per week.
3. Part-time Employee- An employee who is scheduled to work less than forty (40) hours per week. Part-time employees are not eligible for fringe benefits, except those benefits provided by state or federal law or the Monroe County Employee's Retirement System Ordinance.
4. Variable Hour Employee- An employee who is hired for a position in which the employee is not guaranteed any regular number of hours, and whose hours are variable or otherwise uncertain, and it cannot be determined whether the employee is reasonably expected to work an average of at least thirty (30) hours per week. This includes employees who are on-call or part of a part-time pool of employees that only work when needed. Variable hour employees are not eligible for fringe benefits, except those benefits provided by state or federal law or described in the Monroe County Employee's Retirement System Ordinance.
5. Seasonal/Temporary Employee- An employee who is hired for a job scheduled for 25 weeks or fewer over a 12 month period. Employees who are employed for a period of limited duration on either a full-time or part-time basis. Seasonal/Temporary employees are not eligible for fringe benefits, except those provided by state or federal law.
6. Co-op Employee- A high school student or post secondary education level student who is temporarily placed with the County for a definitive number of hours per week within a definitive time frame to gain work experience in a professional setting. Co-op employees are not eligible for fringe benefits, except those provide by state or federal law.
7. Appointed Members of Board and Commissions- Any individual appointed to serve on Monroe County board, commission or authority shall be considered a public officer only to the extent of his/her role acting within the scope of authority as body of the subject board, commission or authority. Appointed members of a board, commission or authority are not eligible for fringe benefits, except those provide by state or federal law.

Definitions.

- A. Employee-An individual who is employed by the County of Monroe in the course of the County's mission and public service of local county government.

Policy Compliance:

A. Responsibility

1. Human Resources: The Human Resources Director has the responsibility for overseeing and implementing this policy and ensures the policy does not contradict any rule mandated by law.

Administrative Procedure. None.

Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999, February 9, 2005, and March 19, 2019.