

ALLEGAN COUNTY EMPLOYEE HANDBOOK

Category:	Employment Policy
Number:	305
Approved:	January 27, 2005 (supersedes prior policy)
Revised:	March 14, 2013
Subject:	EMPLOYMENT CLASSIFICATIONS

1. **CLASSIFICATIONS OF EMPLOYEES:** The employment classifications below are not intended to imply a guaranteed term of employment for any employee. If applicable, benefits are mentioned under each classification (see specific benefit section for more in-depth information). Any employee, regardless of classification, working a regular schedule of less than 20 hours per week (or less than 1,040 per year) is not eligible to receive benefits.
 - 1.1 **Regular Full-Time Employee.** A regular full-time employee is normally scheduled to work 36 to 40 hours per week. Regular full-time employees qualify for all benefits set forth in this Handbook, subject to various eligibility rules and applicable collective bargaining agreements.
 - 1.2 **Regular Part-Time Employee.** A regular part-time employee is normally scheduled to work at least 20 hours per week but less than 36 hours per week. Regular part-time employees are eligible for most benefits on a pro rata basis, subject to various eligibility rules and applicable collective bargaining agreements.
 - 1.3 **Irregular Part-Time Employee.** An irregular part-time employee is normally scheduled to work less than 20 hours per week, or works on an irregular part-time basis regardless of the number of hours worked. Irregular part-time employees are not eligible to receive benefits.
 - 1.4 **Temporary Employee.** A temporary employee may work up to 40 hours per week for a period not to exceed 180 working days. Temporary employees are not eligible to receive benefits.
 - 1.5 **Student Intern Employees.** High school and college students must be regularly enrolled in an educational institution. The student shall work no more than 20 hours per week when school is in session and may work up to 40 hours per week if school is in recess. Student intern employees are not eligible to receive benefits. Students are required to provide proof of enrollment from the recognized educational institution and successful completion of coursework each semester to their Department Head and/or Human Resources Department.
 - 1.6 **Job Sharing.** Job sharing is defined as having two persons equally sharing the responsibilities and hours (50/50) of one 40-hour-per-week regular full-time position.
 - 1.6.1 Employees desiring to job-share must present their request in writing to their Department Head and state their reasons for the request.

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- 1.6.2** Positions must be evaluated and identified for job sharing by the Department Head. The Department Head must submit the request, with appropriate documentation and recommendation, to the Executive Director of Human Resources.
- 1.6.3** Each request for job sharing must include specific details regarding division of responsibilities and will be approved or denied on an individual basis. Final decisions will be made by the Executive Director of Human Resources and shall not be precedent setting.
- 1.6.4** Benefits for this classification of employee are listed in 1.6.8 below and are subject to various eligibility rules and applicable collective bargaining agreements.
- 1.6.5** If one member of the job-sharing team leaves or is absent for an extended period of time, the remaining member must cover the position responsibilities identified by their supervisor until the other job-sharing member returns or is replaced. In the event one member of the team resigns and that position cannot be satisfactorily filled, the position will revert back to a single position and the remaining job-sharing team member must assume all position responsibilities.
- 1.6.6** Total compensation for a job-sharing position must not exceed the budgeted amount of one full-time employee (FTE). Each employee in a job-sharing position shall receive compensation based on their individual seniority.
- 1.6.7** Should the Department Head determine that a job-sharing position is not in the best interest of the Department or the County, he/she may terminate job-sharing by providing notice to the Executive Director of HR. HR and the Department Head will then notify the affected employees at least thirty (30) days prior to the date the job-sharing position is terminated.
- 1.6.8 Benefits.** (Job-share only)
- 1.6.8.a Holidays.** Will receive holiday pay if normally scheduled to work the holiday and only for the hours the employee would have worked.
- 1.6.8.b PTO-Advanced PTO.** Shall receive one-half (24/40) of the hours of a full-time employee per year. Earned PTO shall be earned at one-half of the applicable years of service schedule.

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- 1.6.8.c Health/Dental/Vision Insurance.** If both employees in a job-sharing position desire health/dental/vision insurance, those employees will receive 50% of the employer-paid benefit based on their individual circumstance.
- 1.6.8.d Life Insurance.** One and one-half (1½) times the employee's salary to a maximum of \$25,000, which represents one-half of the maximum full-time benefit amount, or one-half of the full-time benefit listed in the applicable collective bargaining agreement.
- 1.6.8.e Longevity.** If eligible, based on the applicable collective bargaining agreement or policy, job-share employees shall receive one-half of the longevity schedule for their respective length of service.
- 1.6.8.f Retirement.** Shall follow the provisions set forth by MERS (Municipal Employees Retirement System) as applicable to either the defined benefit or defined contribution pension plan.
- 1.6.8.g** Optional employee-paid insurance is available to all employees.