

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: 4-2
Revision No. 6

Effective: 09/24/2013
Review Date: 09/24/2014

Types and Status of Employment

OVERVIEW: This policy identifies and defines the different categories of employment for positions within Alachua County government including appointments, employment and status. Compensation associated with appointments, employment and status is outlined in the policies on Compensation and Benefits.

SCOPE: This policy applies to all persons employed by the Board of County Commissioners.

DEFINITIONS:

1. Appointments.
 - a. Board Appointment. The County Manager and the County Attorney shall be appointed by and serve at the pleasure of the Board.
 - b. Executive Service Appointment. Members of the Executive Service shall be appointed by and serve at the pleasure of the Administrating Official. Selection of a department director requires confirmation by the Board. The Administrating Official shall determine the assignment and adjustment of salary and benefits and separation of members of the Executive Service. Executive Service appointees are exempt from specific policies on probationary period, layoff, recall, compensation, discipline and appeals. Executive Service positions are listed in Appendix A, Definitions.
 - c. Management Intern. A student that will be graduating within six months of hire or has already graduated from an accredited college or university with a Masters Degree in Public Administration, Political Science or a related field. The appointment, separation and salary assignment of the Management Intern shall be at the discretion of the Administrating Official. The Management Intern is exempt from specific policies on probationary period, layoff, recall, compensation, discipline, appeals and other policies as determined by the Administrating Official.
 - d. Legal Intern. A graduate of an accredited law school or a student scheduled to graduate from an accredited law school within 24 months from date of hiring. The Administrating Official shall establish the appointment, separation and salary assignment of a legal intern. The Legal Intern is exempt from specific policies on probationary period, layoff, recall, compensation, discipline, appeals and other policies as determined by the Administrating Official.
 - e. Budgeted, Non-Board Employees. Positions funded by the Board of County Commissioners (BoCC) that appear in the approved budget as full time equivalents, but serve at the pleasure of another Constitutional Officer or under

the direction of a different governmental agency. These employees may be housed in a BoCC building and receive a paycheck signed by the Chair of the BoCC, and they may receive other services from County staff; they are not covered by these Employee Policies; they are not under the supervision and control of BoCC employees. These positions will be approved by the BoCC and the other Constitutional Officer or governmental agency in an inter-local agreement or similar document before the position can be filled.

2. **Employment.**

- a. Classified Service. An employee hired to fill a permanent, budgeted position and subject to all Board of County Commissioners' Employee Policies.
- b. Part-Time Employment. An employee hired to fill a permanent position that requires less than a normal 40-hour workweek. Part-time employees must be assigned to a position that is budgeted at a minimum 20 hour work week in order to be eligible for group insurance coverage or to accrue vacation and sick leave. Part-time employees in positions budgeted for any number of hours are eligible for pro-rated holiday pay and bereavement leave.
- c. Temporary. An employee hired to fill a temporary budgeted or non-budgeted, position.
 - i. Unclassified Temporary Service. An employee hired to fill a temporary, non-budgeted, casual or seasonal position that has a duration of less than six months. The Unclassified Service employee shall not be eligible for any permanent employee benefits or for group insurance coverage. Unclassified Service employees are exempt from the County's Employee Policies and procedures. These employees are at will and serve at the pleasure of the department director. If there is a need to retain the Unclassified Service employee for more than six months, the department director must reclassify an existing vacant position or request approval from the Board of County Commissioners to extend the unclassified appointment or add an additional FTE. If the reclassification of an existing vacant position or the additional FTE is approved, the employee will then fill a Classified Service position and will be eligible for all benefits afforded under these Employee Policies. If the department director chooses not to request the reclassification of an existing position or an additional FTE, the employee must be terminated at the end of the six month period.
 - ii. Temporary without Benefits. An employee hired to fill a full or part-time position when the position is vacant, or the incumbent is absent from work on approved leave (workers' compensation, medical or short term military leave, etc.) These appointments shall be for a maximum of six months. The employee shall not be eligible for any permanent employee benefits or for any group insurance coverage. These employees are at will and are exempt from the County's Employee Policies and Procedures. In the event the temporary employee is needed to fill the vacancy for more than six months, the County will begin making contributions to the Florida Retirement System on the employee's behalf on the first day of the seventh month of the temporary appointment. However, if the duration

of the temporary appointment was originally expected to exceed six months, the County will make contributions to the Florida Retirement System effective upon the first day of employment.

- iii. **On-Call Temporary.** An employee hired to perform the duties of a classified service employee when that employee is on leave of absence or otherwise unable to temporarily perform the requirements of the position. An On-Call Temporary employee shall not be eligible for any permanent employee benefits or for group insurance coverage.
 - iv. **Fire/Rescue Recruits.** This is an at-will position established to employ individuals who do not possess the specific training and certifications required to be hired as permanent EMT/Firefighters, but who have successfully passed established selection criteria. Employees assigned to these positions shall be eligible for employee benefits including group insurance coverages, but shall have no rights to permanent employment. Employees hired as Fire/Rescue Recruits are exempt from the policies and procedures on probationary period, layoff, recall, separation, discipline, performance reviews and appeal.
 - d. **Limited Term Appointment.** An employee hired to fill a full or part-time position related to a multi-year special project or program. If the position will increase the FTE count, it must be approved by the Board. Temporary employees hired to fill vacancies created by employees being activated for long term military leave (active duty of more than 12 months for purposes of this appointment) may also be hired under this type of appointment. Employees in Limited Term Appointment positions are eligible for all benefits afforded under these Employee Policies, but are exempt from the policies and procedures on probationary period, layoff, recall and separation. These employees are at-will and serve at the pleasure of the Department Director, or the Administrative Official.
 - e. **Intern Employment.** An employee hired to fill an intern position, other than Management Intern or Legal Intern, who is currently enrolled in an accredited college or university. An Intern shall not be eligible for any permanent employee benefits.
3. **Status.** Assignment to one of the following statuses of employment requires department director approval.
- a. **Trainee Status.** An individual, who does not fully meet the qualifications for a position, but who, within six months, can acquire the appropriate knowledge, skills, experience and abilities to meet minimum qualifications.
 - i. Trainee status requires approval of the department director.
 - ii. If unable to meet the minimum qualifications or performance expectations within the specified period of time, the employee will be removed from the position and either returned to the previous classification or separated from employment, as appropriate.
 - iii. Trainee status is a pre-probationary status; therefore, at the successful completion of trainee status the individual will begin the initial probationary period required of a regular employee as specified in Policy #4-4 of this document.

- b. Acting Status. An individual who temporarily assumes all the responsibilities of a higher pay range. Temporary assignment to acting status is based on the ability to assume all responsibilities of the position at the discretion of the department director. The acting status assignment must be for a minimum of two weeks.
 - c. Special Duty Status. An individual who temporarily assumes all the responsibilities of a position with the same or lower pay range. The duties and functions of the position with the lower pay range must be duties and functions that are not customarily assigned to the employee's permanent position and are duties and functions that are not customarily assigned to any position in the classification series of the employee's permanent position, nor are they related to the employee's permanent position. This appointment must be for a minimum of two weeks.
 - d. Out-of-Class Status. An individual who temporarily assumes the partial duties of a position with a higher pay range. To be considered out-of-class status, the department director must approve the assignment and duties must be assumed for a minimum of two weeks.
 - e. Emergency Status. When immediate filling of a position is necessary to ensure the continuation of public business or prevent loss or serious inconvenience to the public, the Administrating Official or designee may temporarily assign whole responsibilities of a position to an individual regardless of minimum qualifications. Emergency status assignments should last no more than six months.
 - h. Lead Worker Status. An appointment on a temporary basis to assume the responsibility for coordinating the work of others in the same work unit.
 - i. An employee assigned to lead worker status will continue to perform the employee's normal duties while assuming responsibility for work task coordination when the affected work unit is separated from supervisory personnel by location and/or work schedules.
 - ii. Lead worker appointments will be made for a period of no less than two weeks. This status can be removed at any time at the discretion of the supervisor.
 - i. Stand-by Status. Individuals assigned to be available to be called in to work outside of their regular work schedule in an emergency situation.
4. **Compensation.** Compensation for various employment statuses is determined by policies in the Compensation and Benefits section.

County Manager

County Attorney