

4.00 TYPES OF EMPLOYMENT

4.01 CATEGORIES. There are four categories of employment with the county:

Regular Full Time. A regular full-time employee is appointed to an authorized position that involves, on the average, 40 work hours per week. Regular full-time employees may be either hourly or salaried.

Modified Full-time - Affordable Care Act. A modified full-time employee is appointed to an authorized position that involves a minimum of 30 hours per week on the average, but fewer than 40 work hours per week. Modified full-time employees may be either hourly or salaried.

Regular Part Time. A regular part-time employee is appointed to an authorized position that involves a minimum of 20 work hours per week on the average, but fewer than 40 work hours per week. Part-time employees are paid on an hourly basis.

Modified Part Time - Affordable Care Act. A modified part-time employee is appointed to an authorized position that involves a minimum of 20 work hours per week on the average, but fewer than 30 work hours per week. Modified Part-time employees are paid on an hourly basis.

Temporary Full Time. A temporary full-time employee is an employee hired to work an average of 40 hours per week for a period expected to last less than six months. Temporary full-time employees may be either hourly or salaried. This position will have a designated start and end date. No retirement benefits apply to this position due to being a temporary position.

Temporary Part Time. A temporary part-time employee is an employee hired to work a minimum of fewer than 40 hours per week, and for a period expected to last less than six months. Part-time employees are paid on an hourly basis. This position will have a designated start and end date. No retirement benefits apply to this position due to being a temporary position.

Labor Pool (“As Needed”) - A labor pool employee is an employee hired to work on an “as needed basis” with no minimum number of hours per week, not to exceed 40 hours per week, and not on a continual basis, with no guaranteed number of hours. Labor Pool employees are paid on an hourly basis and qualify for retirement benefits.

Modified Labor Pool (“As Needed”). A modified labor pool employee is an employee hired to work on an “as needed basis” with no minimum number of hours per week, not to exceed 30 hours per week, and not on a continual basis, with no guaranteed number of hours. Labor Pool employees are paid on an hourly basis and qualify for retirement benefits.

All full-time, part-time, and labor pool employees are eligible to participate in TCDRS, regardless of the number of hours they work in a year. Only temporary employees may be excluded from enrollment in TCDRS. Modified categories are in accordance with the Affordable Care Act for the purpose of determining eligibility in the offer of county employee health insurance during the period of employment and do not qualify for other optional benefits associated with “Regular” categories of employment. See **Benefits** chapter of these policies for details of benefits available to each category of employees.

4.02 INTRODUCTORY PERIOD. All new regular employees serve a six-month introductory period during which their performance is monitored closely.

4.03 ASSIGNED STAFF. Staff who are assigned to the county but are paid directly by another government or private organization are not employees of the county. These employees' benefits are specified in the contract for services. As a condition of their assignment, such staff are governed by all terms of these policies not in conflict with their contract for services.