

ALLEGAN COUNTY EMPLOYEE HANDBOOK

Category:	Employment Policy
Number:	305
Approved:	January 27, 2005, supersedes prior policy
Subject:	EMPLOYMENT CLASSIFICATIONS

1. **CLASSIFICATIONS OF EMPLOYEES:** There is no minimum guaranteed term of employment for any County employee. While employed by Allegan County, personnel are classified in accordance with the following definitions:
 - 1.1 **Regular Full-Time Employee.** A regular, full-time employee is normally scheduled to work forty (40) hours per week. Regular, full-time employees qualify for all benefits set forth in this Handbook, subject to various eligibility rules and collective bargaining agreements.
 - 1.2 **Regular Part-Time Employee.** A regular, part-time employee is normally scheduled to work at least twenty (20) hours per week but less than forty (40) hours per week. Regular part-time employees are eligible for most benefits on a pro rata basis, subject to various eligibility guidelines and collective bargaining agreements.
 - 1.3 **Irregular Part-Time Employee.** An irregular part-time employee may work up to 20 hours per week. An employee classified as irregular is not entitled to County benefits.
 - 1.4 **Temporary Employee.** A temporary employee may work up to forty (40) hours per week for duration not to exceed one hundred eighty (180) working days. An employee classified as temporary is not entitled to County benefits.
 - 1.5 **Student Employees.** High School and college students must be regularly enrolled in an educational institution. The student shall work no more than twenty (20) hours per week when school is in session and may work up to forty (40) hours per week if school is in recess. 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 by definition having two (2) persons jointly share the responsibilities and benefits of one position.
 - 1.6.1 Employees desiring to job-share will present their request in writing to their Department head and state their reasons for the request.
 - 1.6.2 Positions will be evaluated and identified as to appropriateness and conditions for job-sharing by the Department head. The department head will submit the request, with appropriate documentation and recommendation to the Human Resources Director.

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- 1.6.3** Each request for job-sharing will include specific details regarding division of responsibilities and will be approved or denied on an individual basis. Final decisions will be made by the Human Resources Director and shall not be precedent setting.
- 1.6.4** Employees in job-sharing positions shall be eligible to receive fringe benefits on a prorated basis as indicated below or in their respective collective bargaining agreement.
- 1.6.5** If one (1) member of the job-sharing team leaves or is absent for an extended period of time, the remaining member is expected to cover the position responsibilities identified by their supervisor until the other job-sharing member returns or is replaced. In the event one (1) member of the team resigns and that position can not be satisfactorily filled, the position will revert back to a single position and the remaining job-sharing team member must assume position responsibilities.
- 1.6.6** Total compensation for a job-sharing position will not exceed the budgeted amount of one full-time employee (FTE).
- 1.6.7** Should the department head determine that a job-shared position is not in the best interest of the Department or the County, he/she may terminate job-sharing by providing notice to the affected employees at least thirty (30) days prior to the date the job-shared 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 ($\frac{1}{2}$) of the hours of a full-time employee (48/80) per year. Earned PTO shall be earned at one half ($\frac{1}{2}$) of the schedule for the position.
- 1.6.8.c Health/Dental/Vision Insurance.** If both employees in a job-share agreement desire health/dental/vision insurance, those employees will be required to pay fifty-five percent (55%) of the applicable premium. If only one employee in a job-share agreement elects this insurance, they will pay that portion of the premium applicable to a regular part-time employee. The second employee in that job-share agreement shall be eligible for one half ($\frac{1}{2}$)

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of the opt out benefit. If both employees in a job-share agreement opt out of this coverage, they shall share the opt out benefit.

- 1.6.8.d Life Insurance.** One and one-half times (1½x) the employee's salary to a maximum of fifty thousand dollars (\$50,000), or the benefit listed in the applicable collective bargaining agreement.
- 1.6.8.e Longevity.** Job-Share employees shall receive one half (½) of the longevity schedule for the respective position.
- 1.6.8.f Retirement.** Shall follow the retirement language in county policy or the applicable collective bargaining agreement. Each employee must work or be paid for eighty (80) hours in any month to receive one month of service credit.
- 1.6.8.g** Optional Insurance is available to all employees.

2. RATES OF PAY:

- 2.1 Rates of Pay for Irregular Part-Time and Temporary Employees.** Shall be set at ninety percent (90%) of the starting rate of their full-time counterpart based on the nature of the job duties. Pay increases to maintain this ninety percent (90%) rate will be granted effective the same date as their counterparts' rates are increased. However, irregular part-time and temporary employees shall not be eligible for retroactive pay adjustments.
- 2.2 Regular Part-Time Employees.** Shall be established in the same pay grade as their full-time counterpart. Future increases will be on the same schedule as full-time employees.
- 2.3 Rates of Pay for High School Students.** The rate shall be seven dollars and fifty cents (\$7.50) per hour in their first year of assignment and advance to seven dollars and seventy-five cents (\$7.75) after the student has completed one full year. Each department shall be responsible for notifying Human Resources of any rate increases.
- 2.4 Rates of Pay for College Students.** The rate shall be established at eight dollars (\$8.00) per hour in their first year of assignment and advance twenty-five cents (\$.25) for every successive year of employment. Each department shall be responsible for notifying Human Resources Department of any rate increases.

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- 2.5 Part-Time Certified Law Enforcement Officers.** The rate shall be established at eighty-five percent (85%) of the starting rate for a Deputy Sheriff.

- 2.6 Part-Time Non-Certified Law Enforcement Officers.** The rate shall be established at eighty percent (80%) of the starting rate for a Deputy Sheriff.

- 2.7 Sheriff Department Reserve Officers.** The rate shall be established at sixty percent (60%) of the starting rate for a Deputy Sheriff.