



320
EMPLOYEE CLASSIFICATION

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PURPOSE

The purpose of this policy is to establish guidelines for classifying positions within the county employment system.

SCOPE

This policy clarifies employment classification, employment status and categories of personnel working for the County.

CROSS REFERENCES

Compensation, Policy 310
Employee Classification Review, Policy 330
Volunteers, Policy 340
Grievance and Appeal, Policy 610

POLICY AND PROCEDURE

1. Classification
 - A. Full Time – Employees hired to work at least 40 hours a week on a regular basis.
 - B. Part Time – Employees hired to work less than 24 hours a week on a regular basis.
 - C. Part Time 80% – Employees hired to work at least 32 hours a week on a regular basis.
 - D. Part Time 60% – Employees hired to work at least 24 hours a week on a regular basis.

2. Employment Status
 - A. Regular – Career Service employment status – all County policies apply. Selection, advancement, and discipline is conducted consistent with the County's philosophy of human resources management. The employee shall be subject to a probationary period. The probationary period is six (6) months with some exceptions. The probation period for sworn personnel in Corrections and Law

Enforcement, who are not P.O.S.T. certified and who do not have at least two years of related work experience, shall be for a period of one year. Deviation from the standard probationary period shall be approved by the County Commission, in consultation with the HR Director.

1. A probationary employee shall be given an opportunity to demonstrate competence.
 2. During a probationary period, an employee may be discharged for any legal reason, and shall not have grievance and appeal rights.
 3. Management staff may not dismiss a probationary employee without first preparing and providing to the employee a written statement outlining the reasons for discharge.
 4. Prior to dismissing any probationary employee, the Department Head shall first consult with the HR Director.
- B. Temporary – Individuals in seasonal, intern, or temporary positions – eligible for all employment rights and privileges as prescribed by Federal and State law.
- C. Appointed – Positions as described in section 17-33-8, U.C.A., 1953, as amended, among other qualified positions, that serve at the discretion of the appointing authority may or may not be filled through a competitive selection process. These employees may be terminated at any time for any reason other than those covered by Title VII of the Civil Rights Act or other applicable anti-discrimination laws:
1. Confidential Secretaries
 2. Appointed Department Heads
 3. All Time-Limited Positions – including seasonal, intern, and temporary positions.
 4. Duly appointed chief deputy of any elected officer who would take over and discharge the duties of the elected county officer in the absence or disability of longer than 2 continuous months of the originally responsible officer.
 5. Certain Trainees
 6. Volunteers
- D. Elected – Officials that are elected by the public. These officials are exempt from the career service.

3. Job Categories
 - A. All County positions shall be categorized into specific job categories as defined by the Equal Employment Opportunity Commission's Classification Guide.
4. Volunteer Provisions
 - A. Volunteers may be appointed by the County Commissioners. The HR Director shall develop guidelines for use of volunteers.