

**ALLEGAN COUNTY
POLICY**



**TITLE: EMPLOYMENT CLASSIFICATIONS
POLICY NUMBER: 305**

APPROVED BY: Board of Commissioners

EFFECTIVE DATE: April 8, 2021

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 guidelines 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 (less than 1040 per year). Department Heads may submit a request to Human Resources to increase the normally scheduled hours on a temporary basis. Subject to approval by the County Administrator, the normally scheduled hours may be increased for a period of up to twelve months. Irregular part-time employees are not eligible to receive benefits unless otherwise authorized in County policy or as required by applicable law.
 - 1.4 **Temporary Employee.** A temporary employee may work up to 40 hours per week for a period not to exceed six months. Department Heads may submit a request to Human Resources to increase temporary working period. Subject to approval by the County Administrator, working period may be increased up to an additional six months (for a total working period of up to 12 consecutive months). Temporary employees are not eligible to receive benefits unless otherwise authorized in County policy or as required by applicable law.
 - 1.5 **Student Internship (Intern).** Students who are enrolled in or accepted for enrollment in a qualifying educational institution may have an opportunity to work either part-time or full-time to explore career paths related to their academic fields of study or career interests. Student interns are generally not eligible to receive benefits. Whether a student internship is paid or unpaid will be determined based on the facts and circumstances of the particular opportunity and the provisions of applicable law.