

# BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

<b>2. EMPLOYEE STATUS CLASSIFICATION</b>
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**2-1. Anniversary Date**

Continuous service begins the day the employee is hired, and is established as the anniversary date. The hire date is used to determine the employee's eligibility for benefits including vacation, sick leave, health insurance and retirement purposes.

Continued service is broken by either voluntary or involuntary termination of an employee.

**2-2. Evaluation Employee**

New employees are normally required to serve a six-month evaluation period during which time the supervisor and the employee will determine the suitability of the person to the job. This date may be continued for up to one year upon the recommendation of the elected official or department head. Either may elect to discontinue the employee's employment with the County without cause. After satisfactorily completing the evaluation period, the employee becomes eligible to use accrued sick and/or annual leave.

As per Utah Code Annotated 17-30-11, public safety officers shall serve a probationary period of 12 consecutive months, during which time he/she may be discharged by the appointing authority.

**2-3. Temporary Employee**

Employees working on a seasonal or temporary basis are considered to be temporary and are not eligible for benefits.

Determination of temporary status shall be decided prior to the time of hire.

**2-4. Full-time Employee**

All elected officials shall be considered as full-time employees for purposes of benefits.

Employees who work or average forty (40) hours or more per week who are classified full-time employees (not to be interpreted as "permanent"), and are eligible for holiday pay, retirement programs from date of hire; health insurance after meeting eligibility requirements\* and full benefits including sick and vacation after completing the evaluation period, as follows:

<b>Holidays:</b>	Twelve (12) per year.
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<b>Vacation:</b>	
<b>County Service</b>	<b>Vacation Rate of Accrual</b>
0 to 8 years	8 hours/174 regular hours* (approx. 12 days per year)
8 to 16 years	12 hours/174 regular hours (approx. 18 days per year)
16 years and over	16 hours/174 regular hours (approx. 24 days per year)

\*For purpose of vacation and sick leave accrual regular hours are defined as all compensable hours excluding over-time (hours worked over 40 in work week).

<b>Sick Leave:</b>	Accrued at the rate of 8 hours for each 174 regular hours.
<b>Health Insurance:</b>	Coverage is paid by the County, as determined by the Commission.
<b>Retirement:</b>	<p>Paid by the County for new employees on the non-contributory system. (Reimbursable to employee only upon actual retirement, and not termination).</p> <p>Employees who have chosen to remain on the contributory retirement system shall receive their portion of the retirement benefit either upon retirement <b>or</b> upon termination.</p> <p>All employees hired after July 8, 1986, who are eligible, are automatically enrolled in the non-contributory system.</p>

\* Contact Personnel for **specific** Eligibility Requirements for Insurance programs.

## 2-5 Part-Time Employee

Determination of part-time status shall be decided prior to the time of hire.

Employees who work regularly but whose total hour's average less than forty (40) hours per week are considered part-time employees. After completion of the evaluation period these employees are entitled to paid sick and vacation leave:

### a) Averaging 24-39 hours per week

<b>Holidays:</b>	None
<b>Vacation:</b>	After meeting requirement of evaluation period, earned on same accrual rate as full time employees.
<b>Sick Leave:</b>	After meeting requirement of evaluation period, earned at the rate of 8 hours for each 174 regular hours.
<b>Health Insurance:</b>	Not eligible.

<b>Retirement:</b>	Eligible after working an average of 20 or more hours each week (determined on the average number of hours employed on a weekly basis throughout the year) and who receive benefits normally provided by the County (i.e., vacation or sick leave benefits).
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**c) Averaging below 24 hours per week**

<b>Holidays:</b>	None
<b>Vacation:</b>	Having met the requirement of Evaluation period (six months), eligible for the averaged number of hours worked per week. Earnings will be on the same basis as eight (8) hours of vacation, as determined for each 174 hours averaged.
<b>Sick Leave:</b>	Not eligible.
<b>Health Insurance:</b>	Not eligible.
<b>Retirement:</b>	Eligible after working an average of 20 or more hours each week (determined on the average number of hours employed on a weekly basis throughout the year) and who receive benefits normally provided by the County (i.e., vacation or sick leave benefits).

**2-6. Reduction in Work Force**

When circumstances such as lack of funds or work, abolition of positions, or material changes in duties or organization dictate that a reduction in force is needed, the elected official or department head shall lay off the necessary number of employees taking into account the relative ability, seniority, and merit of each employee.

In the event of a mass reduction in force or layoff, the County will give at least 60 days notice prior to the reduction, to the extent required by law.

**2-7. Volunteers**

A "Volunteer" means any person who donates service without pay or other compensation except expenses actually and reasonably incurred as approved by Box Elder County. A "Volunteer" does not include any person who has been convicted of a criminal offense; any youth who has been adjudged delinquent; or any person or youth who has been diverted from the criminal or juvenile justice system and performs a public service as a condition of the person or youth's sentence, diversion, probation, or parole. A "Volunteer" includes a juror or potential juror appearing in response to a summons for a trial jury. Services rendered by a volunteer shall not be the same type of service which the person is otherwise employed to perform for the county. A volunteer may not donate any service to Box Elder County unless the volunteer's services are approved by the

county commission or the department head, and by the office of personnel. (Reference: Utah Code Ann. 67-20-4). Volunteers shall provide their name, address and contact information on a tracking sheet, which shall be submitted by the department head to the Personnel Office. Volunteers are not covered by other provisions of the county's personnel policies, except they may be entitled to receive workers' compensation medical benefits. (Reference: Utah Code Ann. 67-20-1 et seq. ) (Approved in Commission Meeting on: 11/20/2007).