

## **SECTION 05-06**

**Effective Date: July 1, 1998**

### **SPECIAL PROVISIONS FOR LIMITED FULL-TIME EMPLOYEES**

At the discretion of the Board of Supervisors, an Administrative Division position may be established or an existing position reclassified as "limited full-time". Limited full-time positions are those which the Board of Supervisors have determined merit compensation on the basis of an annual salary with fringe benefits similar or proportional to that provided regular full-time employees for working hours of less than forty (40) per week. Persons within the Administrative Division holding such positions may be employed to work up to eight (8) hours or more per day, thirty-nine (39) hours or less per seven (7) consecutive calendar day work week for not less than fifty (50) weeks per year. The total working hours per week for a limited full-time position shall be established by the Board of Supervisors consistent with its determination of the amount of time needed per week for such position. The days of the week during which limited full-time positions work may be established by the County Administrator or Board of Supervisors.

For the purposes of the application of policies set out in this Manual, limited full-time employees are treated the same as regular full-time employees except as otherwise provided for in this section. Limited full-time employees shall be permitted to participate in County-provided retirement and health insurance benefits programs on the same basis as regular full-time employees subject to eligibility and approval of the benefit program providers. Personal Leave, Annual Leave and Sick Leave for limited full-time employees are provided on a proportionate basis to leave time provided to regular full-time employees consistent with the provisions of Sections 07-04, 07-05 and 07-07 of this Manual. As an example, a limited full-time employee compensated for a twenty (20) hour work week (or 50% percent of a regular full-time 40-hour work week) would receive fifty (50%) percent of the Personal Leave time of a regular full-time employee (thirty-six (36) hours per County fiscal year); fifty (50%) percent of the Annual Leave time of a regular full-time employee based on the limited full-time employee's time in continuous service, and fifty (50%) percent of the Sick Leave time (four (4) hours per month) of a regular full-time employee. Annual Leave days may be continuously accumulated by limited full-time employees; the County will compensate such employees for up to one hundred and ninety-two (192) hours or twenty-four (24) Annual Leave days accrued but unused at the time of termination of employment consistent with the provisions of Section 07-04 of this Manual. Limited full-time employees classified as "exempt" pursuant to Section 08-02 of this Manual are eligible to receive Discretionary Leave pursuant to Section 07-13 of this Manual for time worked in excess of the position's designated regular working hours. Such time may be taken off by the employee on an hour for hour basis by the end of the calendar month following the month in which it is earned. Limited full-time employees classified as "non-exempt" pursuant to Section 08-03 of this Manual are eligible to receive compensatory time off or overtime pay pursuant to Section 08-04 of this Manual for all hours worked in excess of the position's designated working hours (i.e., if a non-exempt, limited full-time employee is compensated for a twenty (20) hour work week, the employee would receive compensatory time off or overtime pay for each hour worked over twenty (20) in any given work week). If a designated County holiday pursuant to Section 07-12 of this Manual falls on a limited full-time employee's scheduled working day, the employee shall receive Holiday Leave on a proportionate basis to leave time provided to regular full-time employees. As an example, a limited full-time employee compensated for a twenty (20) hour work week (or 50% percent of a regular full-time 40-hour work week) would receive fifty (50%) percent of the Holiday Leave time of a regular full-time employee (i.e., four (4) hours for each designated County holiday). The time remaining within a

designated County holiday may be taken off as Annual, Personal, or Discretionary Leave or compensatory time off, or otherwise must be worked within the seven-day work week in which the holiday falls. No allowance shall be made if a holiday falls on a limited full-time employee's scheduled day(s) off. Where the working days of a limited full-time employee are established by the County Administrator, the working days may be altered during the week of a designated County holiday if so agreed to by the employee and the employee's department head.