



# Medina County Policy Manual



Policy: <b>Employment Status</b>	Section: <b>Employment</b>	Number: <b>2.035</b>
Issued: <b>09/17/07</b>	Reviewed/Revised:	Page #: <b>1 of 2</b>

- A. Employees are classified as full- or part-time, temporary, interim, seasonal, student, or as intermittent.
1. **Regular full-time** employees are those who are hired to work forty (40) hours per week, over twenty-six (26) consecutive bi-weekly pay periods, which is not limited to a specific season or duration, or any other standard established as full-time by the County.
  2. **Regular part-time** employees are those who are hired to work fewer than forty (40) hours per week, over twenty-six (26) consecutive bi-weekly pay periods, which is not limited to a specific season or duration, or less than any other standard established as full-time by the Employer.
  3. **Temporary Employee** - a full or part-time employee who works in a position which is of a non-permanent nature, which position has a specified duration of time not to exceed six (6) months, i.e. projects. Extension granted by approval of County Administrator.
  4. **Seasonal Employee** - a full or part-time employee who works a certain regular season or period of the year performing work limited to that season or period of the year.
  5. **Intermittent Employee** - an employee who works on an irregular schedule which is determined by the fluctuating demands of the work and is generally not predictable.
  6. **Student** - a placement by arrangement with an educational organization and the County for purposes of obtaining exposure or credit in the pursuit of a degree or program where work is on an irregular schedule in conjunction with the coursework of the student.
- B. Probationary employees are full-time or part-time employees who have not completed the established probationary period.

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- C. Full-time or part-time employees who have successfully completed a probationary period and have been approved by the Medina County Board of Commissioners are considered to be in regular (permanent) employment status. Regular classified employees are subject to dismissal only for cause. Regular unclassified employees may be terminated from service at any time.
- D. Seniority is defined, for the purposes of Medina County employees, as the uninterrupted length of continuous service with a County office, a state agency, the Ohio National Guard, or a state supported college or university. An authorized leave of absence does not constitute a break in service, and seniority time continues to accumulate during the term of leave provided the employee complies with rules and regulations governing his/her leave of absence, and that the employee is reinstated from the leave. Continuous service is broken by any of the following events:
1. Discharge for cause;
  2. Resignation;
  3. Failure to return to work at the end of an approved leave of absence;
  4. Failure to timely apply for reinstatement after discharge from active duty in the military service;
  5. Absence from duty without leave for three (3) consecutive days; or
  6. Retirement.
- E. Full-time permanent employees shall be entitled to all benefits as provided by Medina County.
1. Part-time employees are entitled to paid sick time. Sick time will be earned in proportion to full-time employees.
  2. Part time employees are not paid for holidays observed by the County. A part time employee working on a holiday observed by the County will paid at time and one half their hourly rate.
  3. Temporary, interim, seasonal, student, and intermittent employees shall not be entitled to any benefits except sick leave.