

Paulding County Board of DD

Employment Appointment Status Policy

Appointment Status

- A. All employees shall be categorized as full-time, part-time, intermittent or interim (temporary).
 1. A regular employee may work full or part-time. Full and part-time regular employees are hired to work a regular schedule of 26 consecutive bi-weekly pay periods, which is not limited to a specific duration. The term “regular” does not include interim employees.
 - a. Full-time: an employee who works for 30 or more hours per week on a regularly scheduled basis.
 - b. Part-time: an employee who is *normally* scheduled less than 30 hours per week on a regularly scheduled basis.
 2. Interim: an employee hired to fill a vacancy that may be created by sickness, disability, or approved leave of absence of a regular employee. The length of an interim appointment is for a definite or indefinite timeframe, but normally limited to the period of the vacancy.
 3. Intermittent: an employee who works on an as-needed schedule that is determined by the fluctuating demands of the job and is not on a regular schedule.
- B. An employee who is appointed as an interim employee may work either a full or part-time work schedule for the duration of the appointment.
- C. Full-time regular employees receive all benefits including insurance, vacation accrual and paid holidays currently provided by the Program. Part-time employees are entitled to vacation accrual pro-rated to the employee’s regular hours and paid holidays. Interim and intermittent employees are not provided benefits, except sick leave accumulation and retirement.

Classified & Unclassified Status

- A. Employees are categorized as either classified or unclassified from civil service. Employees are presumed to be classified, unless lawfully exempted by an applicable contract. Classified employees are provided civil service benefits and protection as provided for by the Ohio Revised Code (ORC), but are prohibited from participating in specified political activity. Classified employees may only be disciplined for cause as allowed by ORC.
- B. Unclassified employees serve at the pleasure of the Board, and are employed at-will.
- C. In addition to those positions specified by the Superintendent, all interim employees are unclassified, and therefore exempt from civil service benefits and protections. Accordingly, employees assigned to these classifications do not serve a probationary period since they can be discharged for any reason, with or without cause or prior notice.

Exempt & Nonexempt Status

- A. All employees are either exempt or non-exempt from the Fair Labor Standards Act (FLSA). FLSA exempt employees are typically salaried, and are commonly administrative, executive, or professional employees. Exempt employees are not granted overtime for time worked over 40 hours in a work week, while non-exempt employees are paid hourly and receive overtime pay.

Debra Guilford, Superintendent PCBDD

Date Approved