

Alachua County Employee Procedure Manual

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.

Types and Status of Employment

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OVERVIEW: This procedure identifies and defines the different categories of employment for positions within Alachua County government including appointments, employment and status. Compensation associated with appointments, employment and status is outlined in the procedures on Compensation and Benefits. Employees are expected to meet the minimum qualifications for each status below unless specified.

SCOPE: This procedure applies to all employees of the Board.

DEFINITIONS:

1. Appointments

- a. Board Appointment. The County Manager and the County Attorney shall be appointed by and serve at the pleasure of the Board.
- b. Senior Management FRS. Members of the Senior Management FRS shall be appointed by and serve at the pleasure of the Administrating Official or designee. Selection of a Department Director requires confirmation by the Board. The appointment, discipline, separation, leave accruals and salary assignment/salary adjustments of the Senior Management FRS Appointee shall be at the discretion of the Administrating Official. Senior Management FRS appointees are exempt from specific policies and procedures on probationary period, layoff, recall, compensation, discipline and appeals. Senior Management FRS positions are listed in Appendix A, Definitions.
- c. Management Intern. A student that will be graduating within six months of hire or has already graduated from an accredited college or university with a Master's Degree in Public Administration, Political Science or a related field. The appointment, discipline, separation and salary assignment of the Management Intern shall be at the discretion of the Administrating Official. The Management Intern is exempt from specific policies and procedures on probationary period, layoff, recall, compensation, discipline, appeals and other policies as determined by the Administrating Official or designee.

- d. Legal Intern. A graduate of an accredited law school or a student scheduled to graduate from an accredited law school within 24 months from date of hiring. The appointment, discipline, separation and salary assignment of the Legal Intern shall be at the discretion of the Administrating Official. . The Legal Intern is exempt from specific policies and procedures on probationary period, layoff, recall, compensation, discipline, appeals and other policies as determined by the Administrating Official.
- e. Budgeted, Non-Board Employees. Positions funded by the Board that appear in the approved budget as full time equivalents, but serve at the pleasure of another Constitutional Officer or under the direction of a different governmental agency. These employees may be housed in a Board building and receive a paycheck signed by the Chair of the Board, and they may receive other services from County staff; they are not covered by these Employee Policies and Procedures; they are not under the supervision and control of Board employees. These positions will be approved by the Board and the other Constitutional Officer or governmental agency in an inter-local agreement or similar document before the position can be filled.

2. **Employment**

- a. Classified Service. An employee hired to fill a permanent, budgeted position and subject to all Board Employee Policies and Procedures.
- b. Part-Time Employment. An employee hired to fill a permanent position that requires less than a normal 40-hour workweek. Part-time employees must be assigned to a position that is budgeted at a minimum 20 hour work week in order to be eligible for group insurance coverage or to accrue vacation and sick leave. Part-time employees in positions budgeted for any number of hours are eligible for pro-rated holiday pay and bereavement leave.
- c. Temporary. An employee hired to fill a temporary budgeted or non-budgeted, position.
 - i. Unclassified Temporary Service. An employee hired to fill a temporary, non-budgeted, casual or seasonal position that has a duration of less than six months. These employees are at will and serve at the pleasure of the Department Director.
 - 1. If there is a need to retain the Unclassified Temporary Service employee for more than six months, the Department Director must reclassify an existing vacant position or request approval from the Board to add an additional FTE. If the reclassification of an existing vacant position or the additional FTE is approved, the employee will then fill a Classified Service position and will be eligible for all benefits afforded under these Employee Policies/Procedures. If the Department Director chooses not to request the reclassification of an existing position or an additional FTE, the employee must be terminated at the end of the six month period.

- ii. On-Call Temporary. An employee hired to perform the duties of a classified service employee when that employee is on leave of absence or otherwise unable to temporarily perform the requirements of the position. An On-Call Temporary employee shall not be eligible for any permanent employee benefits or for group insurance coverage.
 - iii. Limited Term Appointment. An employee hired to fill a full or part-time position related to a multi-year special project or program for no more than 3 years. If the position will increase the FTE count, it must be approved by the Board. Temporary employees hired to fill vacancies created by employees being activated for long term military leave (active duty of more than 12 months for purposes of this appointment) may also be hired under this type of appointment. Employees in Limited Term Appointment positions are eligible for all benefits afforded under these Employee Policies/Procedures, but are exempt from the Policies and Procedures on probationary period, layoff, recall and separation. These employees are at-will and serve at the pleasure of the Department Director, or the Administrating Official.
 - iv. Intern Employment. An employee hired to fill an intern position, other than Management Intern or Legal Intern, who is currently enrolled in an accredited college or university. An Intern shall not be eligible for any permanent employee benefits.
3. **Status.** Assignment to one of the following statuses of employment requires Department Director approval.
- a. Trainee Status. An individual, who does not fully meet the qualifications for a position, but who, within six months, can acquire the appropriate knowledge, skills, experience and abilities to meet minimum qualifications.
 - i. Trainee status requires approval of the Department Director.
 - ii. If unable to meet the minimum qualifications or performance expectations within the specified period of time, the employee will be removed from the position and either returned to the previous classification or separated from employment, as appropriate.
 - iii. Trainee status is a pre-probationary status; therefore, at the successful completion of trainee status the individual will begin the initial probationary period required of a regular employee as specified in Procedure #EP 4-4.
 - b. Acting Status. An individual who is temporarily assigned all the responsibilities of a higher pay range for a position that is currently filled. Temporary assignment to an acting status is at the discretion of the Department Director if the employee meets the minimum requirements of the position and has ability to assume all responsibilities of the position. The acting status assignment must be

for a minimum of two weeks. This status should be reviewed and approved by the Administrating Official every six months.

- c. Interim Status. An individual who is temporarily filling the role and all the responsibilities of a vacant position until a search is completed to fill it on a permanent basis. Individuals must meet the minimum requirements of the position. Those in an interim status are eligible to compete or be selected for the permanent position. The Department Director in coordination with Human Resources Director will determine the interim employee's eligibility to fulfill the role permanently.
- d. Special Duty Status. An individual who temporarily assumes duties and functions that are not customarily assigned to the employee's permanent position will be considered in special duty status. The appointment must be for a minimum of two (2) weeks. This appointment must be for a minimum of one complete pay period. Special duty assignment beyond six (6) months requires written approval of the Administrating Official or designee.
- e. Out-of-Class Status. An individual who temporarily assumes the partial duties of a position with a higher pay range. To be considered out-of-class status, the Department Director must approve the assignment and duties must be assumed for a minimum of two weeks. This status shall be reviewed and approved by the Administrating Official every six months.
- f. Emergency Status. When immediate filling of a position is necessary to ensure the continuation of public business or prevent loss or serious inconvenience to the public, the Administrating Official or designee may temporarily assign whole responsibilities of a position to an individual regardless of minimum qualifications. Emergency status assignments should last no more than six months.
- g. Lead Worker Status. An appointment on a temporary basis to assume the responsibility for coordinating the work of others in the same work unit.
 - i. An employee assigned to lead worker status will continue to perform the employee's normal duties while assuming responsibility for work task coordination when the affected work unit is separated from supervisory personnel by location and/or work schedules.
 - ii. Lead worker appointments will be made for a period of no less than two weeks. This status can be removed at any time at the discretion of the supervisor.
 - iii. This status shall be reviewed and approved by the Administrating Official every six months.
- h. Stand-by Status. Individuals assigned to be available to be called in to work outside of their regular work schedule in an emergency situation.

4. **Compensation**

Compensation for various employment statuses is determined by policies and procedures in the Compensation and Benefits.

County Manager

County Attorney