

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

Policy No.: 5-20

Effective: 03/16/2010

Revision No.: 2

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## **Temporary to Permanent**

**OVERVIEW:** This policy outlines the procedures when an employee upgrades from temporary to permanent status.

**SCOPE:** This policy applies to all temporary employees of the Board of County Commissioners who receive benefits.

**PROVISIONS:**

When a temporary or Limited Term Appointment employee who currently receives leave accrual benefits is appointed to a permanent position with no break in service, the employee shall retain the existing leave accrual rate and balance and original hire date after completion of the probationary period.

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County Manager

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County Attorney