

## **PROCEDURE 202-1 - POSITION CATEGORIES AND TERMINOLOGY**

To ensure legal compliance, the Department of Human Resources will evaluate the job descriptions for all County employees to ensure that each position is properly categorized. Job categorization may not be appealed through the Dispute Resolution Process.

### **Classified or Unclassified**

- “Classified” means that the position is subject to the County’s classification, compensation, recruitment, and benefits policies.
- “Unclassified” means that, for business reasons, the position may be excluded from the County’s classification, compensation, recruitment, and/or benefits policies. Elected officials are unclassified. Appointed officials may be classified or unclassified. Student interns are always unclassified. The Department of Human Resources must approve any other position designated as “unclassified.”

### **Regular, Temporary, Seasonal, On-Call, Elected or Appointed**

- “Regular” means that an employee is employed for an indefinite period.
- “Temporary” means that an employee is hired directly by the County in a non-recurring (non-seasonal) position that is not expected to last more than one year unless an extension is approved by the Department of Human Resources. (Temporary staff engaged through employment agencies are employees of the agency, not the County.)
- “Seasonal” means that an employee is employed in a recurring (seasonal) position for no more than six months unless an extension is approved by the Department of Human Resources.
- “On-Call” means that an employee works only when called upon to do so, often with little advance notice and generally no more than twenty hours per week.
- “Elected Official” means the individual has been elected to a Johnson County Office in accordance with the laws of the State of Kansas.
- “Appointed Official” means the individual has been appointed to a paid position by the Board of County Commissioners, the Johnson County Sheriff, or the State of Kansas. All appointed officials shall be treated as regular employees for purposes of the benefits policies and procedures.

### **Exempt or Nonexempt**

- “Exempt employees” means those employees who are not subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. Exempt employees are not eligible for overtime compensation or compensatory time off.
- “Nonexempt employees” refers to those employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

## **Benefit Eligibility**

- “Full” means that the employee is placed into a 1.0 full time equivalent (FTE) budgeted position and is regularly scheduled to work at least 40 hours each workweek.
- “Partial-Plus” means that the employee is placed into a 0.75 FTE budgeted position or greater, not to exceed 0.99 FTE, and is regularly scheduled to work at least 30 hours but no more than 39.99 hours each workweek.
- “Partial” means that the employee is placed into a 0.50 FTE budgeted position or greater, not to exceed 0.74 FTE, and is regularly scheduled to work at least 20 hours but no more than 29.99 hours each workweek.
- “No Benefits” means that the employee is placed into a less than 0.50 FTE budgeted position and is regularly scheduled to work less than 20 hours each workweek. Interns, on-call, and seasonal employees are also classified as “no benefits” and are not eligible for benefits except as required by law.

## **Civil Service**

- “Civil Service” means those employees of the Sheriff’s Office designated as civil service employees in the Civil Service Board Charter Resolution or designated as civil service by the Civil Service Board as authorized under that Resolution.

## **Non-Employees**

- “Non-employees” means other persons providing services to Johnson County Government including volunteers and election-poll workers regardless of whether they receive a stipend and individuals classified as “consumer employees.”

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