

02. PERSONNEL

2.4. Position Types

BOS Adopted – Jul 1, 2004

2.4.1. Employment Types

A. Permanent Full-time Employee – shall be defined as personnel who regularly work 8 hours or more per day, 40 hours or more per week for not less than 50 weeks per year. Annual leave, sick leave and holidays shall count as time worked for this purpose.

B. Full-time Temporary or Provisional Employee – shall be defined as one who works a full-time schedule, but whose employment is expressly limited to a term of not more than five years, whether for reasons of grant program limitation or other considerations. Except as the Board of Supervisors may direct in a particular case, such employees shall be subject to the provisions of these policies. Such employees are not eligible for and do not earn annual, sick, court, military, or holiday leave.

C. Permanent Part-time Employee – shall be defined as those employed to work less than 8 hours per day or less than 40 hours per week for not less than 50 weeks per year. Annual leave, sick leave and holidays shall count as time worked for this purpose.

D. Hourly or Non-full-time Temporary Employee – shall be defined as those employed to work less than 8 hours per day, or less than 40 hours per week, or are employed to do work less than 50 weeks per year. Such employees are not eligible for and do not earn annual, sick, court, military, or holiday leave. Designation of type of employment shall be made by the County Administrator consistent with the position approved by the County Board of Supervisors.

2.4.2. Classification of Positions

A. Classification Plan. The County Classification Plan has been established and shall be maintained within the office of the County Administrator. No deviation shall be made from the Plan except where circumstances warrant. Under these circumstances, the Plan itself or the classification of a particular class of positions may be amended with the approval of the County Board of Supervisors.

B. Coverage of Classification Plan. The Classification Plan shall cover all positions in the County personnel system. This would exclude employees of the School Board and Social Services Board unless specifically provided for.

C. Assignment of Positions and Classes of Positions. The County Administrator shall make all assignments of positions to salary grades. Positions which are sufficiently alike in duties and/or responsibility will be accorded the same pay scales. The County Administrator shall allocate each position covered by the Classification Plan to its appropriate pay scale, subject to annual approval of the County Board.

D. Maintenance. Department heads and supervisors shall be responsible for bringing to the attention of the County Administrator any material change in the nature of duties, responsibilities, working conditions, or other factors affecting the classification of any position. Following the receipt of such information, the County Administrator shall review the position and determine if the classification should be changed.

E. Review of Classification. All appeals of classifications or requests for reclassification shall be submitted in writing by the employee concerned to his department head with an explanation of the reason for reclassification. The department head shall forward the request to the County Administrator with a recommendation and the County Administrator shall render a final decision. Employees of Constitutional Officers must submit any appeal to their Constitutional Officer. If denied, the appeal goes no further; if approved, the request is sent to the County Administrator with a recommendation and the County Administrator shall render a final decision which is reported to the Board of Supervisors.

F. Classification of New Positions. The County Administrator shall be responsible for the allocation of new positions to the existing classes or to new classes of positions in the County service, subject to annual review and approval of the County Board of Supervisors.

2.4.3. Exempt Service

A. All employees of the County shall be divided into the classified or the exempt service. Nothing in this section shall be construed to mean that those listed below are exempt from the provisions of this plan unless specifically addressed in the plan. The designation of exempt is only as it relates to the Fair Labor Standards Act.

B. The exempt service shall include the following:

1. All elected officials.
2. Members of boards and commissions.
3. Volunteer personnel and personnel appointed to serve without pay.
4. Consultants and counsel rendering professional service.

5. Employees whose positions fall within the definition of being exempt under the Fair Labor Standards Act §541 Executive, Administrative, Professional, and Outside Sales. Those positions are listed below:

Building Inspections
Building Official

Parks & Recreation
Director of Parks & Recreation
Programs Manager

Clerk of Circuit Court

Clerk of Circuit Court

Commissioner Of Revenue

Commissioner of Revenue
Chief Deputy Commissioner

Commonwealth's Attorney

Commonwealth's Attorney
Assistant Commonwealth Attorney

County Administration

County Administrator
Assistant Co. Administrator
Director of Information Technology
Grants Administrator
Human Resources Manager
CSA Coordinator

Finance

Director of Finance

Planning & Development

Director of Planning and Dev.

Public Works

County Engineer
Director of Facilities
Project Manager

Sheriff's Office

Sheriff
Colonel
Captain
Director of Communications

Treasurer

Treasurer
Chief Deputy Treasurer

6. Positions involving seasonal or temporary employment.
7. Selected employees of Constitutional Officers and their employees as may be determined by legitimate appointing authority and approved by the Board of Supervisors.
8. Student interns and work-study employees.
9. Such other positions as may be designated by the Board of Supervisors.

2.4.4. Probationary Period

A. Progress Review. The immediate supervisor and/or department head is encouraged to review progress with the probationary employee at the end of each three month interval of the probationary period.

B. Objective. The probationary period shall be regarded as an integral part of the examination process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his or her position and for rejecting any employee whose performance is not satisfactory.

C. Promotional Appointments. The probationary period shall be used in connection with promotional appointments in the same manner as it is used for original entrance appointments. If a person is removed during his or her probationary period following a promotion, he or she shall be entitled to re-employment rights in his or her former job.

D. Probationary Evaluation. During, or at the conclusion of, the probationary period, the employee's services may be terminated without access to the grievance procedure. At the conclusion of the probationary period and the conclusion of the extended probationary period if applicable, the Department Head must make one of the following determinations.

1. The employee has successfully completed the probationary period and probationary status is to be removed. Written notification must be sent to the personnel officer and/or County Administrator.

2. The employee has **not** successfully completed the probationary period and that probationary period is to be extended by up to six months. Written notification must be sent to the personnel officer and/or County Administrator.

3. The employee has successfully completed the probationary period and in addition to probationary status being removed, the Department Head is recommending an increase to reflect the quality of work shown. Written notification must be sent to the personnel officer and/or County Administrator.

4. The employee has **not** successfully completed the probationary period and the employee shall be dismissed. Written notification must be sent to the personnel officer and/or County Administrator.

E. Salary Adjustment. A salary adjustment may be given to an employee at the end of the probationary period at the discretion of the Department Head and approval of the County Administrator or Constitutional Officer, as appropriate.