

**Regular Part-Time Hourly Salaried Employee:** An employee who has completed the introductory period and is regularly scheduled to work less than 35 hours per week and who is compensated on an hourly basis. In order to receive benefits such as Sick Leave, Vacation, Holidays and Health Insurance, must work 40 60 hrs. in a Bi-weekly pay period. *Change effective: 11/23/2016*

**Temporary Employee:** An employee hired to work full time or part time, with the understanding that he or she will be employed for only a short period of time or until a specific project is completed. Temporary employees may, however, be terminated prior to completion of the project or designated time when the County deems termination to be in its best interests. Only benefits required by law will be offered to temporary employees.

In addition to the above classifications, you will be classified as either exempt or nonexempt. Exempt employees are paid on a salaried basis and are not eligible for overtime pay. Rather, they are paid a regular weekly salary, which is generally not affected by the number of hours worked. Deductions from salary for time off work will only be made when allowed by applicable state or federal law. Nonexempt employees are paid on an hourly basis and receive overtime pay.

If you have any questions about your work classification, please ask your department head.

Most County employees normally work Monday through Friday from 8:30 A.M. to 4:30 P.M. Employees are normally given a one-hour unpaid lunch period. Due to the nature of our organization and in order to meet the needs of our citizens, it may be necessary to work at times or on days other than those listed above.

### **Recording Work Hours**

Some departments to ensure that accurate records are kept of the hours you actually work (including overtime hours where applicable), nonexempt hourly employees are required to record their time on County's time clocks. There are departments that do not require the use of time clocks. To ensure that accurate records are kept of the hours you actually work (including overtime hours where applicable), all nonexempt hourly employees are required to record their time on timesheets.

If you make an error, please correct and initial it. Falsifying a time record or recording time for another employee will lead to discipline, up to and including discharge.

### **Pay Day**

Payday for all County employees will be made the day the County Board meets or the day after. There are 26 pay periods in a normal year. The County is required by federal law to make certain deductions from your wages. Such deductions include Social Security taxes, as well as federal, state, and any local withholding taxes as well as Retirement contributions. Additionally, all voluntary deductions authorized in writing will be made as directed by the employee. Voluntary deductions may include the employee's share of the insurance premium.