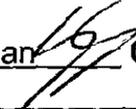


**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Employment Classification Policy

DEPARTMENT: Human Resources **DIVISION:** _____

AUTHORIZED BY: Sally Sherman  **CONTACT:** Janet Davis **EXT.** 7940

Agenda Date <u>July 13, 2004</u> Regular <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Work Session <input type="checkbox"/> Briefing <input type="checkbox"/>
Public Hearing – 1:30 <input type="checkbox"/> Public Hearing – 7:00 <input type="checkbox"/>

MOTION/RECOMMENDATION:

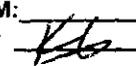
Approve the revised Seminole County Personnel Policies and Procedures Manual, Section 311.0 to further define Regular full-time, Regular part-time employees and Internship positions work schedule.

BACKGROUND:

At the April 27, 2004 meeting, the Board of County Commissioner unanimously approved the revised Employment Classification Policy. The Board requested further clarification as it related to work schedules for full-time, part-time and internship positions.

The attached revision identifies part-time employment as positions that are regularly scheduled to work 32 hours or less per week. Those positions that are regularly scheduled to work more than 32 hours per week will be considered to be full-time and entitled to full benefits, including health insurance. The revision also clarifies internship positions as a form of temporary employment and restricts paid internships to six (6) months or less than 1040 hours of employment annually.

In researching the Fair Labor Standards Act (FLSA), the findings reveal that FLSA does not define full-time or part-time employment. The definition for each designation is to be determined by the employer. FLSA does not limit the hours that an employee can work, but requires that the employee be compensated for all the time worked. Further, the Act requires employers to pay time-and-a-half the regular rate received by non-exempt employees for all hours worked in excess of 40 hours a week.

Reviewed by:
Co Atty: _____
DFS: _____
Other: _____
DCM: _____
CM: 
File No. <u>RHR01</u>

Therefore, the Board's suggestion of more than 32 hours per week as being considered full-time is in keeping with FLSA.

Attachment

Personnel Policies and Procedures Manual

311.0 Employment Classifications

Definitions:

Regular full-time positions are approved in the budget, assigned a position code and work at least 33 hours per week.

Regular part-time positions are approved in the budget, are assigned a position code but work 32 hours or less per week. Part-time positions receive pro-rated Paid Time Off (PTO) but do not receive health insurance benefits.

Temporary positions are positions that are not continuously budgeted and of a duration of less than six (6) months and less than 1040 hours annually. Temporary positions do not receive benefits or PTO.

Internships are a form of temporary employment established by departments for students enrolled in accredited academic or vocational programs. Paid internships are restricted to six (6) month and less than 1040 hours of employment annually. Unpaid internships do not have restrictions on length of employment. Interns do not receive benefits or PTO.

POLICY:

1. All positions will be coordinated through Human Resources. Human Resources will post all regular (full-time and part-time) positions. Temporary positions and internships will be coordinated between Human Resources and the hiring department.
2. Once an applicant is selected, Human Resources will conduct pre-employment checks and maintain an employee file. If the position is temporary, Human Resources will obtain a signed contract outlining the conditions of employment.
3. Temporary and internship positions must be approved by the County Manager's Office.
4. An employee whose status changes from regular to temporary will receive payment of all unused Paid Time Off (PTO), up to 960 hour maximum. An employee whose status changes from temporary to regular full-time or part-time will have a hire date, effective as of the change in status for purposes of PTO eligibility.
5. Any use of contract labor through temporary agencies must meet the duration guidelines of the temporary positions and the Purchasing policy,

THE FOLLOWING RESOLUTION WAS ADOPTED AT THE REGULAR MEETING OF THE BOARD OF COUNTY COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA, ON THE ___ DAY OF _____, 2004.

WHEREAS, Seminole County Ordinance No. 89-28 created the Seminole County Administrative Code; and

WHEREAS, Seminole County Resolution No. 89-R-438 adopted the Seminole County Administrative Code; and

WHEREAS, the Seminole County Administrative Code needs to be amended from time to time to reflect changes in the administration of County government,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA THAT,

1. Section 45.1, Personnel Policies and Procedures, Seminole County Administrative Code, is amended by the revision of Policies 311.0, Employment Classification; 316.0, On-Call Employees; 501.0, Paid Time Off Leave; and 502.0, Sick Leave Bank.

Said policies are attached hereto for inclusion in the Seminole County Administrative Code.

ADOPTED this _____ day of _____, 2004.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

MARYANNE MORSE
Clerk to the Board of
County Commissioners of
Seminole County, Florida

By _____
DARYL G. MCLAIN, Chairman