

CORPORATE POLICY

SUBJECT: Definition of Employment Status

CATEGORY: Human Resources

ORIGINAL DATE: June 29, 2005

REVIEWED DATE: January 3, 2020

REVISION DATE: February 26, 2020

I. **POLICY:**

- A. All Lake County Health Department and Community Health Center (LCHD/CHC) employees will be properly classified to comply with state and federal wage, hour, and benefit laws. The terms below shall be interpreted as indicated:
1. Illinois Municipal Retirement Fund (IMRF): Participation is required for employees hired to work in a position that meets Lake County's hourly standard for IMRF participation. If hired prior to June 12, 2001, the hourly standard for IMRF participation is 600 annual hours. If hired after June 12, 2001, the hourly standard for IMRF participation is 1000 hours per year.
 2. Employees: All persons who receive wages or salaries from LCHD/CHC and who occupy positions classified under LCHD/CHC's Classification Policy.
 3. Introductory Employees: The introductory period for new employees is twelve (12) months. During this period, the employee has an opportunity to demonstrate proficiency of job knowledge, skill, ability, performance, and the Organizational Values. If proficiency is not demonstrated, introductory employees may be terminated at the discretion of the appropriate Director and the Human Resources Director.
 4. Probationary Period: All transferred and/or promoted employees are required to serve a probationary period of six (6) months during which time their performance will be evaluated by their immediate supervisor. An employee not satisfactorily completing the probationary period may be issued a Formal Coaching Session by their immediate supervisor or disciplinary action up to and including termination may be recommended.
 5. Regular Full-time Employees: Employees who work the customary number of weekly hours (37.5 for hourly, 40 for salaried) and maintain continuous employment status. Under special conditions, such as illness, a regular full-time hourly employee may work less than 37.5 hours per week for a specified short term, but no more than three months, without losing full-time employee benefits. All regular full-time employees are eligible for all employee benefits, including IMRF, group insurance, paid vacations, sick leave, and holidays.
 6. Regular Part-time Employees: Employees who work less than the customary number of full-time hours weekly (37.5 or 40), and who maintain continuous regular employee status.
 - a. Part-time employees hired to work in positions projecting 624 hours of work or more on an annual basis will be eligible for the following employee benefit programs:
 - i. Group health insurance (Employee pays full premium)
 - ii. Group dental insurance (Employee pays full premium)
 - iii. Group vision insurance (Employee pays full premium)
 - b. Part-time employees hired to work in positions projecting 1,040 hours of work or more on an annual basis will be eligible for the following leave accrual benefits.

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- i. Sick leave (pro-rated)
 - ii. Vacation Leave (pro-rated)
 - iii. Holidays (pro-rated)
 - iv. Personal Leave (pro-rated)
7. Temporary Full-time Employees (Limited Duration): Employees whose service is intended to be of limited duration, such as during the summer months, but who work the customary number of full-time hours. Under no circumstances should a temporary full-time employee for short-term duration work more than 600 hours in one calendar year if they ever participated in IMRF prior to June 12, 2001, and no more than 1000 hours if they ever participated in IMRF after June 12, 2001.
8. Temporary Part-time Employees: Employees who work less than the customary number of full-time hours weekly (37.5 or 40) and who do not maintain continuous regular employment status are not eligible for any employee benefits.
9. Flex Personnel: Employees who work on an infrequent basis, irregular schedule, as a substitute or "on-call" basis. Flex employees are not eligible for benefits. To maintain employment with the LCHD/CHC, flex employees must meet the following requirements. Failure to do so, will result in a 30-day notice of termination.
- a. Work a minimum of 37.5 hours each year employed in a flex status.
 - b. Due to greater needs, some programs may require more than 37.5 hours in a 12-month period. This includes, but is not limited to, working major holidays.
 - c. Maximum Hours Limitations:
 - i. Flex employees must work **less** than their respective Lake County hourly standard for IMRF participation. If the flex employee is under the Lake County 600-hour standard for IMRF participation, the individual must work **less** than 600 hours in a 12-month period. If the flex employee is under the Lake County 1000-hour standard for IMRF participation, the individual must work **less** than 1000 hours in a 12-month period.
 - ii. Random audits will be completed to verify total hours worked throughout the year. When an employee reaches their annual threshold, Human Resources will notify the supervisor and the employee that the employee's status will be changed to inactive during which period the employee will not be allowed to work. When the 12-month period resets for that employee, their status will be changed back to active and the employee will be allowed to resume flex work for the LCHD/CHC.
10. Contract for Service Personnel: Includes those who work on a contracted basis. Such contracts may be reinstated annually. Contract for Service Personnel are not provided benefits and have no limitations on hours worked.

II. SCOPE:
All LCHD employees.

III. PROCEDURE:
None

IV. REFERENCES:



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None

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedures Committee, Executive Team, and the Lake County Board of Health Personnel Committee

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____