

CORPORATE POLICY

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| SUBJECT: Definition of Employment Status | CATEGORY: Human Resources |
| | ORIGINAL DATE: June 29, 2005 |
| | REVIEWED DATE: March 29, 2017 |
| | REVISION DATE: February 28, 2018 |

I. **POLICY:**

A. 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 the Health Department and who occupy positions classified under the Lake County Health Department and Community Health Center'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. Introductory employees may be terminated at the discretion of their Director and the Human Resources Director, if proficiency is not demonstrated.
4. Regular Full-Time Employees: Employees who work the customary number of weekly hours (37½ or 40) and maintain continuous employment status. Under special conditions (illness) a regular full-time employee may work less than 37½ hours weekly for a specified short term (three-month maximum) 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.
5. Regular Part-time Employees: Employees who work less than the customary number of full-time hours weekly (37½ 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:
 - Group health insurance (Employee pays full premium)
 - Group dental insurance (Employee pays full premium)
 - Group vision insurance (Employee pays full premium)

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- 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.
 - Sick leave (pro-rated)
 - Vacation Leave (pro-rated)
 - Holidays (pro-rated)
 - Personal Leave (pro-rated)
6. 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.
7. Temporary Part-Time Employees: Employees who work less than the customary number of full-time hours weekly (37½ or 40) and who do not maintain continuous regular employment status are not eligible for any employee benefits.
8. Flex Personnel: Employees who work on an infrequent, irregular schedule, substitute or "on-call" basis. Flex employees are not eligible for benefits. To maintain flex employment status, flex staff must meet the following requirements. Failure to meet these standards will result in a 30-day notice of termination.
 - a. Must work a minimum of 37.5 hours in a 12-month period.
 - b. 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 Lake County 600 hourly 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 hourly standard for IMRF participation, the individual must work **less** than 1000 hours in a 12-month period. Refer to A3 of this policy for more information.
 - ii. Random audits will be completed to verify total hours worked throughout the year. When an employee reaches his/her 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, his/her status will be changed back to active and the employee will be allowed to resume flex work for Lake County Health Department and Community Health Center.

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9. **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 Lake County Health Department and Community Health Center employees.

III. PROCEDURE: NONE

IV. REFERENCES: 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: _____