

## CORPORATE POLICY

**SUBJECT: Definition of Employment Status**

**CATEGORY: Human Resources**

**ORIGINAL DATE: June 29, 2005**

**REVIEWED DATE: March 31, 2021**

**REVISION DATE: ~~April 28,~~**

**~~2021~~February 28, 2024**

### 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 defined or interpreted as indicated:
1. Illinois Municipal Retirement Fund (IMRF): Participation is required in this Illinois pension system as local government employees that are 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, the immediate supervisor may request the introductory period be extended for up to ninety (90) days for reasons that justify this action with consultation and approval from their appropriate Director and Human Resources Director. An employee serving in their 12-month introductory ~~employees-period~~ may be terminated at the discretion of the appropriate Director, with the confirmation of the Human Resources Director, who shall assure that the termination is in accordance with all applicable LCHD/CHC policies and employment law, ~~and approved by 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 fewer 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

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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.
  - i. Sick leave (pro-rated)
  - ii. Vacation Leave (pro-rated)
  - iii. Holidays (pro-rated)
  - iv. Personal Leave (pro-rated)
7. Temporary positions that meet the annual hourly standard, within 12 months from start date of temporary position, as described in section A (1) of this policy are IMRF eligible.
8. 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.
9. Temporary Part-time Employees: Employees who work less than the customary number of full-time hours.
10. Flex Employees: 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 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~~80 hours each year and a minimum of one (1) fixed or floating holiday each year while 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 LCHD/CHC.
11. 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:

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All LCHD/CHC 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: \_\_\_\_\_

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**II. SCOPE:**  
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**III. PROCEDURE:**

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