3.01 EMPLOYEE CATEGORIES

A. Employment Categories

1. **Classified Employees:**
   Classified Civil Service employees are employed in a position in which the incumbent has tenure in his/her employment and can only be removed, suspended or demoted in accordance with Section 124.34 of the O.R.C.

2. **Unclassified Employees:**
   Unclassified employees serve at the pleasure of the Board. An unclassified employee may be dismissed by the Board at will.

3. ***Bargaining Unit Employees:**
   Employees who have a position represented by a bargaining unit.

4. ***Non-Bargaining Employees:**
   Employees who are not represented by a bargaining unit.

   *The Department of Administrative Services has issued guidelines to determine what positions qualify for collective bargaining.

B. Employment Regarding Hours Worked

Your employment status is determined by the number of hours you are regularly scheduled to work, the expected duration of your employment, and the nature of the work performed with the County.

1. **Full-Time Employees**—Employees whose regular hours of duty total eighty (80) hours per pay period*.

2. **Part-Time Employees**—The County has limited part-time employees to under sixty (60) hours per pay period* or thirty (30) hours per week.

3. **Casual Employees**—Employees who work less than one-thousand (1,000) hours per year, on an irregular, infrequent, "as needed" basis. These employees are not members of a bargaining unit.

4. **Temporary Employees**—Employees hired for a definite time period not to exceed 120 days. Per Section 124.30 of the O.R.C., successive appointments are not permitted. Temporary extensions can be made, but only when certain, rare conditions are met.

5. **Seasonal Employees**—Employees hired for an indefinite and temporary time period performing work consistent with a season of the year (e.g. mowing grass in the Summer season).

   *A pay period is the fourteen (14) days in which payroll is accumulated.

C. Exempt or Non-Exempt Status

1. Non-Exempt Status:

Employees are classified as either exempt or non-exempt based upon the nature of the duties performed and compensation level. The Fair Labor Standards Act (FLSA) requires that certain employees be paid overtime (one and one-half the regular time rate of pay) for all hours worked in excess of forty (40) hours per week (seven (7) days) or however otherwise determined in collective bargaining agreements. These employees are considered **non-exempt**.

2. Exempt Status:

Employees who do not fall under the provisions of the FLSA are called **exempt**. They are paid an established regular weekly wage for all hours worked. Generally, exempt employees in the County include the Elected Officials and select professional employees and administrative personnel. Exempt employees do not receive overtime for hours worked over forty (40), no matter how many hours worked.