

and consistently leaves employment after a period of time, such as students; an employee who is on a rotating “call list”; or an employee who is on an internship. Temporary employees are not entitled to the county’s fringe benefits other than worker’s compensation and, in some instances, unemployment insurance. Temporary employees may be either full time or part time.

- **REGULAR:** A regular employee shall be any employee hired into a position which is not considered to be temporary. Regular employees may be either full-time or part-time.
- **EMPLOYMENT AT WILL:** All employees are considered to be “at will” employees as defined in the POLICY ON EMPLOYMENT-AT-WILL and employee status shall not be considered a contract of employment.

### **Job (Class) Descriptions**

Job descriptions are intended to describe general duties and responsibilities.

They do not create contractual rights and may be modified at any time.

### **Paid Time Off (PTO)**

Paid Time Off (PTO) is an all-purpose time-off policy for eligible employees to use for vacation, illness or injury, and personal business. It combines traditional vacation and sick leave plans into one flexible, paid time-off policy. This policy applies to regular full-time employees.

The County believes that time away from work is essential to personal well-being and productivity. Therefore, PTO cannot be accrued beyond one year and we strongly encourage each employee to completely utilize his or her annual PTO. PTO earning dates are based upon your anniversary date according to the following schedule:

- **After sixty days of full-time employment: 6 days per year**
- **After two years of full-time employment: 12 days per year**
- **After eleven years of full-time employment: 15 days per year**
- **After sixteen years of full-time employment: 18 days per year**

Employees who have an unexpected need to be absent from work should notify their direct supervisor at least two hours before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of unexpected absence. Unexpected absences, regardless if paid pursuant to the PTO policy, are subject to the attendance policy. Upon return to work, the employee should complete the appropriate leave request forms provided by the County.