



LAKE COUNTY
BOARD OF COUNTY COMMISSIONERS
County Policy

Title: EMPLOYEE STATUS

Number: LCC-89

**Cancels: Lake County Policies
and Practices
Employee Manual
dated September 7,
1999, Section 9,
Employee Status**

Approved: July 7, 2009

I. OBJECTIVE

To facilitate the selection and appropriate placement of Lake County Board of County Commissioners (BCC) employees.

II. DEFINITIONS AND REFERENCES

N/A

III. DIRECTIVES

- A. All BCC employees will be classified into status categories to clarify benefits and pay practices for different types of employment.
- B. Employees in positions scheduled to work at least thirty (30) hours per week are eligible for County benefits including such insurances as group health, dental, vision, life, etc. The County's benefits package may periodically be modified with BCC approval. Employees classified as Temporary/Seasonal or Casual/On-Call, as defined elsewhere in these policies and procedures, shall be ineligible to receive benefits.
- C. Each employee shall be assigned into a status category such as new hire probation, regular, management, temporary/seasonal, limited-term, etc.
- D. At no time shall any employee be assigned to a status category that in any way creates a contract of employment, with the exception of appointed officials who have an employment contract with the BCC such as the County Manager and County Attorney. All employees of the BCC have the right to terminate their employment at any time, with or without cause, and the BCC has the same right subject to the applicable provisions set forth elsewhere in these policies and procedures.

- E. Employment separations shall be categorized to clarify administrative processing, e.g. resignation, termination, retirement, etc.
- F. It is the responsibility of the Office of Employee Services & Quality Improvement, under the direction of the County Manager, to assign employees and positions into appropriate status categories.
- G. The County Manager shall establish procedures to implement this policy.

IV. RESERVATION OF AUTHORITY

The authority to issue or revise this Policy is reserved to the Lake County Board of County Commissioners.

WELTON G. CADWELL
Chairman, Board of County Commissioners
Lake County