



PERSONNEL RULES AND REGULATIONS

RULE 3: <i>Types of Appointments</i>	EFFECTIVE: <i>January 1, 2015</i>
REGULATION 1: <i>Classified Appointment</i>	Pages: <i>1 of 1</i>

Section 1: Introduction

All vacancies in the classified service shall be filled by appointment. Appointments are authorized under the County Civil Service Act. Classified appointments shall be filled in accordance with *Rule 2: County Employment*.

Any person accepting a classified appointment shall serve a probation period as outlined in *Rule 5: Probationary Periods, Regulation 1: Introductory Probationary Period*.

Employees serving their Introductory Probationary Period will earn seniority from their date of employment but may not exercise seniority rights until satisfactory completion of the introductory probationary period.

Section 2: Full-Time and Part-Time Classified Appointments

Operating an organization requires the use of various types of employees. Sarpy County utilizes both full-time and part-time employees to meet the business needs of its citizens as well as the general public. Part-time employment allows the County flexibility in meeting its business needs.

- A. **Full-Time Classified:** Employees who are regularly scheduled to work 40 hours in a workweek, excluding overtime hours.
- B. **Part-Time Classified:** Employees who are regularly scheduled to work less than 40 hours in a workweek, excluding overtime hours.

Unless otherwise required by law, statute, or collective bargaining agreement, employees hired under a classified appointment must work 30 hours per week on average or more to achieve eligibility for insurance benefits, flexible spending accounts, and to participate in the employee assistance program. Refer to the applicable Human Resources Policy Bulletin regarding Benefits for further information.

Unless otherwise required by law, statute, or collective bargaining agreement, this Regulation provides for that Part-time Classified appointees accrue leave benefits (e.g. vacation and sick) on a basis proportional to that of the Full-Time Classified. Refer to *Rule 12: Types of Leave* for further information.