

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

EMPLOYMENT STATUS

**SECTION 2.02
PAGE 1 OF 2**

All employees of Sandusky County shall be categorized in one or more of the following types of employment status.

A. HOURS OF WORK:

1. Full-Time - Any employee whose regular hours of duty total eighty (80) hours in a pay period or any standard accepted as full-time by the appropriate Appointing Authority, on a regularly scheduled basis.
2. Part-Time - Any employee hired to work less than the accepted full-time standard as defined by the appropriate Appointing Authority on a regularly scheduled basis.
3. Intermittent - Any employee hired to work on an as needed, irregularly scheduled basis which is determined by the fluctuating demands of the work and is generally not predictable. Intermittent employment shall normally not exceed one thousand (1,000) hours per year. Intermittent employees serve in the unclassified service.

B. APPOINTMENT STATUS:

1. Permanent - An employee appointed to work a regular schedule of consecutive pay periods which is not limited to a specific season or duration.
2. Temporary - An employee appointed to a position (full-time, part-time, or on an intermittent basis) for one (1) specified period of time not to exceed one hundred twenty (120) days. Temporary employees serve in the unclassified service. Successive temporary appointments to the same position shall not be made and the period of temporary service shall not be counted as part of the probationary period in cases of subsequent appointment to a permanent position. A temporary appointment longer than one hundred twenty days may be made if necessary by reason of sickness, disability, or other approved leave of absence of regular officers or employees, in which case it may continue during the period of sickness, disability, or other approved leave of absence, subject to the rules of the director.

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

EMPLOYMENT STATUS

**SECTION 2.02
PAGE 2 OF 2**

3. Seasonal - Any employee appointed on a full-time, part-time, or intermittent basis to work a certain regular season or period of the year (e.g., summer, winter, etc.) performing some work activity limited to that season or period of the year. Seasonal employees are classified unless they are appointed on an intermittent basis or otherwise properly exempted by law or by the Appointing Authority's lawful request.

4. Student - Students in normal schools, colleges, and universities of the state who are employed by the County in a student or intern classification. Student employees are in the unclassified service and serve at the pleasure of the Appointing Authority.