

PERSONNEL ADMINISTRATION DEFINITION OF TERMS**SECTION 1.04****Effective Date: October 15, 2015****Updated and approved: May 18, 2017****Approved By: Governing Board** **Revised Date: May 18, 2018**

In order to develop logical, consistent personnel policies and procedures, the following definition of terms shall be applicable to all personnel policies and procedures. It is the policy of the Governing Board that all agency personnel policies and procedures shall utilize the following definition of terms in regard to employee classification:

1. **Regular Full-time:** Those employees who work a scheduled eight (8) hour day, forty (40) hour week for an indefinite period of time.
2. **Regular Part-time:** Those employees who work a scheduled time which is less than an eight (8) hour day and/or a forty (40) hour week for an indefinite period of time.
3. **Short Term Temporary Full-time:** Those employees who work a scheduled eight (8) hour day, forty (40) hour week for a period less than one hundred eighty-one (181) days.
4. **Temporary Full-time:** Those employees who work a scheduled eight (8) hour day, forty (40) hour week for a period of one hundred eighty days (180) or more and generally less than one (1) year.
5. **Short Term Temporary Part-time:** Those employees who work a scheduled time which is less than an eight (8) hour day and/or a forty (40) hour week for a period less than one hundred eighty (180) days.
6. **Temporary Part-time:** Those employees who work a scheduled time which is less than an eight (8) hour day and/or a forty (40) hour week for a period of one hundred eighty (180) days or more and generally less than one (1) year.
7. **Occasional Employee:** Those employees who work a scheduled time on either a daily or weekly basis
8. **Unclassified Employee:** Those employees that are paid by other agencies and placed at Community Action worksites (i.e., Experience Works (formerly Green Thumb), etc.)
9. **Layoff Status:** Suspension or termination of employment due to lack of work or available funding.
10. **School Year Employee:** An employee who is employed by CAC only during the typical school year of Head Start and Head Start affiliated programs. The school year will be determined each year by the Executive Director based on available funding and the needs of the Head Start programs.
11. **Pro Renata:** Those employees whose work schedules are driven by consumer need.

Applicability Scale											
Classification Number	1	2	3	4	5	6	7	8	9	10	11
	Regular Fulltime	Regular Part-Time	Short Term Temporary Fulltime	Temporary Fulltime	Short Term Temporary Part-Time	Temporary Part-Time	Occasional Employee	Unclassified (i.e., Experience Works, etc.)	Layoff Status *H/Receiving UC Benefits	School Year Employee	Pro Renata
PERSONAL DAY	YES	YES/PR	NO	YES	NO	YES	N/A	N/A	NO	YES	NO
VACATION	YES/L	YES/PR/L	NO	YES/L	NO	YES/L/PR	N/A	N/A	NO	NO	NO
SENIORITY	YES	YES/PR/L	YES	YES	YES	YES	N/A	N/A	NO	YES	N/A
HOLIDAY	YES	YES/PR	NO	YES	NO	YES/PR	N/A	N/A	NO	YES	NO
SICK LEAVE	YES/L	YES/PR/L	NO	YES/L	NO	YES/PR/L	N/A	N/A	NO	YES	NO
FUNERAL LEAVE	YES	YES/C	NO	YES	NO	YES/C	N/A	N/A	NO	YES	NO
HEALTH & LIFE INS.	YES	YES/D	NO	YES	NO	YES/D	N/A	N/A	YES/K	YES	NO
HIRING PREFERENCE	YES/L	YES/L	YES/L	YES/L	YES/I	YES/L	YES/I	YES/I	YES/I	YES/L	YES/I
JURY DUTY	YES/L	YES/C/L	NO	YES/L	NO	YES/L	N/A	N/A	N/A	YES	N/A
MILITARY LEAVE	YES/L	YES/L/C	NO	YES/L	NO	YES/I	N/A	N/A	N/A	YES	N/A
EDUCATION LEAVE W/PAY	YES/L	YES/L	NO	NO	NO	NO	N/A	N/A	NO	YES/L	N/A
MEDICAL LEAVE WO/PAY	YES	YES	YES	YES	YES	YES	N/A	N/A	N/A	YES	N/A
LEAVE OF ABSENCE	YES/L	YES/L	YES	YES/L	YES	YES/I	N/A	N/A	N/A	YES	N/A
PENSION	YES/J	YES/J	NO	YES/J/L	NO	YES/J	N/A	N/A	NO	YES	N/A
FAMILY LEAVE	YES/M	YES/M	YES/M	YES/M	YES/M	YES/M	N/A	N/A	N/A	YES/M	N/A

A. Fulltime In House Only

B. Fulltime Only

C. As Scheduled

D. 30 hours/week and over only

G. Volunteers: Shall be eligible for in-house hiring consideration if they have spent 1,040 paid or non-paid hours in volunteer/substitute activities

*H. For 26 weeks after layoff

I. After working 1,040 hours

J. HR will explain Pension Benefits to Staff

K. Employees eligible for COBRA must bear full cost of insurance

L. After successful completion of instructional period (180 days)

M. 1,250 hours in last 12 months

PR - Pro-Rated

N/A - Not Applicable