

POLICY - 2.2.1 - EMPLOYEE STATUS
SCOPE - ALL PERSONNEL

VOLUNTEERS:

Volunteers are not employees of the District. Volunteers receive only those benefits expressly conferred in writing or by law. Workers' Compensation insurance will be provided to the volunteers. The service of a volunteer may be discontinued at any time for any reason. Volunteers must abide by all applicable rules, policies and practices of the District, and are held to the same standard of performance as are regular employees.

TEMPORARY EMPLOYEES:

Temporary employees are defined as those employees holding jobs of limited duration arising out of special projects, abnormal work loads or emergencies. Temporary employees are ineligible for employer-paid benefits. However, if temporary employees volunteer for duties which are not the same or similar to duties performed for pay, the temporary employees shall be entitled to receive the same benefits as those provided to volunteers of this organization.

REGULAR PART-TIME EMPLOYEES:

An employee who regularly works less than forty (40) hours a week is considered a regular part-time employee once the probationary period has successfully been completed. The District shall pay both the employee's and employer's portion of P.E.R.S. contributions for those part-time employees who work six hundred (600) or more hours per year, and who have met the six (6) month continuous employment requirement (OAR 459-10-0035).

REGULAR FULL-TIME EMPLOYEES:

An employee who regularly works a minimum of forty (40) hours a week on a continuing basis, and who has completed the probationary period is considered a regular full-time employee. Full-time employees are entitled to full benefits as agreed upon in writing and/or granted by law.

DURATION OF EMPLOYMENT:

All employees, except temporary employees, are hired for an unspecified duration. The District does not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and the District. Accordingly, either the employee or the District can end the employment relationship at any time, in accordance with District policy and procedures.

ANNIVERSARY DATES:

The anniversary date used to determine vacation and merit increases of an employee hired before the 15th of the month shall be the first day of the month. The anniversary date of an employee hired on or after the 15th shall be the first day of the following month.