

# Stark County Board of Developmental Disabilities

Policy 4.20 Full-Time/Part-Time/Casual Employees	Effective: 10/25/22
Chapter 4: Human Resources	Page 1 of 1

## FULL-TIME/PART-TIME/CASUAL/SUBSTITUTE EMPLOYEES

### POLICY

The Board acknowledges that in order to meet its staffing requirements, a combination of full-time, part-time, casual, and substitute employees are required. The Human Resources Department is responsible for recruiting staff based upon the requirements of the hiring departments.

All part-time, casual, and substitute staff shall comply with all laws, codes, regulations, certifications, registrations, licensures, and Board policies and procedures that apply to regular staff members.

**Full-time Employee** – Is an employee who regularly works thirty-seven and one-half (37 1/2) or forty (40) hours in the standard work week for nine (9), ten (10), or twelve (12) months and holds a permanent position approved by the Board.

**Part-time Employee** – Is an employee who regularly works less than the standard hours and/or weeks per year for the position held. Part-time employees are not eligible for vacation accrual.

**Casual Employee** – Is an employee who is employed on an irregular or “as-needed” basis based upon the needs of the program. The employment of a casual employee is administered by the Superintendent through the Board. Casual employee pay is determined by the Board and administered by the Human Resources Department.

**Substitute Employee** – Is an employee who may be employed in any department authorized by the Superintendent to take the place of the regular staff who are absent due to personal illness, leaves of absence, or to fill temporary positions created by emergencies or needs of the program. Such assignments shall be subject to termination when such services are no longer needed. The employment of substitutes is administered by the Superintendent through the Board. Substitute employee pay is determined by the Board and administered by the Human Resources Department.

Employees represented by a collective bargaining agreement will reference the language in their respective contract regarding the definition of full-time and part-time employees.

<b>Historical Resolution Information</b>	<b>Reviewer(s):</b>								
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