

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 102-01

**Eff. 2/21/12
Rev.11/19/13**

EMPLOYMENT CATEGORIES

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It is the intent of Grand Forks County to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. Each employee is designated as either NONEXEMPT or EXEMPT from the federal and state wage and hour laws.

ELECTED OFFICIALS are not subject to the Fair Labor Standards Act but are eligible for retirement benefits. However, under NDCC 34-11.1-01, elected officials do not meet the definition of a county employee and are not eligible for internal hire consideration. County Commissioners elected after January 1, 2011, are not eligible for medical benefits.

APPOINTED EMPLOYEES: Sheriff's Deputies and Assistant States Attorneys are appointed and serve, under oath, at the pleasure of the elected official.

NONEXEMPT employees are subject to federal and state wage and hour laws, including but not limited to overtime pay under the specific provisions of federal and state laws.

EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

PROBATIONARY: Employees who are being evaluated to determine whether further employment in a specific position or with the organization is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment classification. Failure to satisfactorily complete the probationary period may result in disciplinary action to include but not limited to termination of employment.

With the exception of Social Services underfill eligibility workers, Correctional Center and Law Enforcement personnel, and Department Managers, all new and rehired employees work on a probationary basis for the first six months after their date of hire. In the case of Social Services underfill eligibility workers, Correctional Center and Law Enforcement personnel, the probationary period shall be one year after the date of hire. If the Department Manager determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee, the Department Manager may extend

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the probationary period for a specified period, not to exceed six months. In the event of an extension, the Department Manager will notify the employee in question and the Director of Administration in writing, and file the appropriate Employee Status form with the Director of Finance and Tax.

NOTE: Probationary Employees are “at will”.

TEMPORARY: Terms of employment will be defined in the contract letter.