

# EMPLOYMENT STATUS

## All Employees

### ◆ POLICY 3.02 ◆

An individual cannot begin employment nor continue employment with NOCAC without an approved Background Check. Periodically during employment employees may be subject to additional background checks as required by funding sources and/or the Ohio Revised Code. Failure to pass a background check after employment will result in immediate termination of employment.

All employees will be appointed into a **regular (*non-union or union position*)** or **other (*non-union position*)** employment status, upon completion of their new hire introductory period. They shall further be appointed into a status of either **full-time, part-time, part-year, temporary, intermittent, contractual and substitute** depending upon the needs of NOCAC. Non-employees, who provide contractual work services, are categorized as **independent contractors**.

#### A. REGULAR EMPLOYMENT STATUS CATEGORIES

1. **Full-time:** an employee who is scheduled for 40 hours per week on a regular basis for an indefinite period of time until separated from employment or re-appointed to another status.
2. **Part-time:** an employee who is scheduled for less than 40 hours per week on a regular basis for an indefinite period of time until separated from employment or re-appointed to another status.
3. **Part-year:** an employee working less than 52 weeks per calendar year.
4. **Full-year:** an employee working 52 weeks per calendar year.

## **B. OTHER EMPLOYMENT STATUS CATEGORIES**

1. **Temporary:** an employee who works in a position, which exists for a specified duration of time, usually not to exceed twelve (12) months. Temporary employees are covered under Worker's Compensation, Unemployment Compensation and FICA. They are also covered under the provisions of this Policy Manual, except as otherwise specified.
2. **Intermittent:** an employee who works an irregular schedule, which is determined by the fluctuating, demands of the work and is generally not predictable. Intermittent employees are covered under Worker's Compensation, Unemployment Compensation and FICA. They are also covered under the provisions of these Personnel Policies and Procedures, except as otherwise specified.
3. **Contractual:** an employee who works under the terms and conditions of an employment contract. Contract employees are covered under Worker's Compensation, Unemployment Compensation and FICA. They are not, however, covered under these Personnel Policies and Procedures and do not otherwise receive the benefits of employment specified herein for non-contractual employees, except as provided for under contractual agreement.
4. **Substitute:** an employee hired to fill a vacancy created by the absence of an employee for the period of the absence. Substitute employees are covered under Worker's Compensation, Unemployment Compensation and FICA, and are covered under the provisions of these Personnel Policies and Procedures, except as otherwise specified.

## **C. NON-EMPLOYEE APPOINTMENTS**

1. **Independent Contractor:** a non-employee hired to perform a specific service under the terms and conditions of a contractual agreement.

Amended 3/8/01, 1/10/13, 1/11/18