

*Kingman County  
Kansas  
Personnel Policy Manual*

Policy #20  
Employment Status

Commission Approved  
Date: 2-16-2010

## 20 Employment Status

20.1 Each person in the employment of Kingman County shall, for various purposes under these Policies, be identified as having one of the following types of status:

- (a) Full-time. Full-time positions are those where employees, with some exceptions in the Sheriff Office as noted below, are regularly scheduled to work at least forty (40) hours in a Work Week on a continuing basis.

Sheriff positions characterized by a Work Period scheduling are considered to be Full-Time only when regularly scheduled to work at least eighty (80) hours in a fourteen (14) day Work Period which coincides with the Payroll Period. All other Sheriff Office positions are regularly scheduled to work at least forth (40) hours in a Work Week on a continuing basis.

Full-time employees are subject to all of the rules and regulations and are entitled to all applicable employee benefits as described in this policy manual.

- (b) Part-time. Part-time positions are those where employees, with some exceptions in the Sheriff Office as noted below, are scheduled to work less than forty (40) hours in a Work Week on a continuing basis.

Commissioned Sheriff positions characterized by Work Period scheduling are considered to be Part-time when regularly scheduled to work less than eighty (80) hours in a fourteen (14) day Work Period which coincides with the Payroll Period.

Part-time positions will include those employees whose position description requires seasonal, temporary, or intermittent employment. Close attention must be paid to how many hours an employee in a permanent part-time position may work to determine whether the employee may fall under KPERS statutory definition of an employee. If the employee regularly works at least 1,000 hours-per anniversary date, the position is obviously not temporary *and if the position is not a seasonal position*, then it meets requirements to be a KPERS covered position. All other employee benefits do not apply to Part-time positions and the part-time employee should be informed of this ahead of being employed.

- (c) Contract. Contract positions are those where people do work for the county on a contract basis and do not have “employee” status and are governed by the terms and conditions of their contract and not by these rules and regulations unless specifically incorporated into the contract.

- 20.2 An employee who resigned from County service by choice and in good standing may be reinstated and be recognized within a six (6) month time limit of resignation. If within this 6 month time limit, the original service time date will be reinstated and benefits will begin and be recognized except for the time not employed. If reinstated after the 6 months, the employee shall be subject to the policies established for newly hired employees in regards to anniversary date, compensation, leave accrual, longevity compensation, and benefits.