



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Employment Definitions

Adopted Date: January 1, 2003

Revised Date: September 10, 2018

I. Definitions of Employees:

A. The following are categories of employment found within the County of El Paso:

1. Regular Employee: An individual hired by the County on a continuing basis.
2. Temporary Employee:
 - a. Seasonal employees, working less than 1250 hours per year for peak periods of time (e.g. lifeguards),
 - b. On call employees who are called in on a sporadic, unplanned basis to fill in for short term needs (e.g. visiting judges).
 - c. An individual hired by the County to perform a job for a limited period of time, not to exceed six (6) months (e.g. temporary staffing while an employee is out on FMLA or worker's compensation).
 - d. Temporary employees are not eligible for paid leave (e.g., vacation, sick leave) or insurance or retirement benefits, unless specifically approved by the El Paso County Commissioners Court on a case by case basis.
3. Full-time Employees: An employee who has a regularly assigned work schedule of thirty (30) hours per week or more.
4. Part-time Employee: An employee who has a regularly assigned work schedule of less than thirty (30) hours per week.
5. Exempt Employees: Exempt employees are defined by the provisions of the Federal Fair Labor Standards Act (FLSA) and are compensated on a salary basis. Exempt employees have no legal right to receive overtime pay or compensatory time.
6. Non-exempt Employees: Non-exempt employees are defined by the provisions of the FLSA and are compensated on an hourly basis. Non-exempt employees may not work in excess of 40 hours per week without compensation at time and one-half according to county overtime pay/compensatory time policies.

II. Inactive Employee:

An inactive employee is an employee who is on an approved leave of absence without pay, in excess of 31 continuous days but not to exceed 90 days, and who does not accrue length of service credit for any benefit purposes.

III. Employment Probationary Period:

The probationary period consists of the first six (6) months of employment with the County, and the first six (6) months of a new position to which the employee transferred or was promoted to based on their pursuit of such position, for all regular full-time and part-time employees, during which time they must demonstrate their ability to satisfactorily perform the duties required. (Positions which are changed as a result of a reclassification shall not be subject to a new probationary period, unless a reorganization created the need for a competitive process in which an employee then promotes into a new position.) The immediate supervisor shall periodically advise the probationary employee of his progress and assure that the employee receives any reasonably necessary training required in order for the employee to successfully perform the job duties. Failure of the employee to perform satisfactorily during the probationary period will result in dismissal without right to appeal, unless the employee probationary period is as a result of a promotion (refer to promotion policy). Any applicable employee successfully completing the six (6) month probationary period shall thereafter be covered by the Civil Service Rules during their tenure of employment in a covered position.

IV. Separation of Employment:

Separation is defined as the discontinuation of an employee's service with the County as a result of resignation, dismissal, reduction-in-force, retirement, or death.