



## HUMAN RESOURCES POLICIES AND PROCEDURES

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**POLICY:** Definitions

Section  
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Page  
1

### I. PURPOSE

- A. To establish the definition of terms used throughout Human Resources Policies and Procedures.

### II. POLICY

- A. Appointing Authority. The Board of Supervisors, Elected Official or the single administrative or executive head of a county department, office or authority.
- B. At-Will Employee. Employees who hold a position in the County which has been designated as at-will because of the nature of the appointment or responsibilities. At-Will employees are excluded from coverage under the merit system and appeals process. These employees are employed "at-will" and employment may be terminated by either party at any time without cause.
- C. Classified Employee. Employees in County service who have successfully completed their original probationary period. Classified employees are covered under the merit system policies.
- D. Department. A county governmental unit under the control of an Appointing Authority.
- E. Exempt Employee. Employees who are not subject to the overtime provisions of the Fair Labor Standards Act.
- F. Non-Exempt Employee. Employees who are subject to the overtime provisions of the Fair Labor Standards Act.
- G. Human Resources Director. The administrative head of the Yavapai County Human Resources Department or their designee.
- H. Grant/Other Funded Employee. An employee whose position is not funded by the County's general fund.
- I. Full-Time Employee. An employee who works a regular schedule of 30 or more hours per week.
- J. Part-Time Employee. An employee who works a regular schedule of less than 30 hours per week.
- K. Probationary Period – See section 2.02 II. A.
- L. Temporary Employee. An employee who has been appointed on a full-time, part-time or variable time basis for a limited period not to exceed twelve (12) months. An employee in this category is generally not eligible for health benefits at job inception.
- M. Seasonal Employee. An employee who has been appointed into a non-exempt position for seasonal, on-call or as needed employment and does not exceed 1040 hours per fiscal year. An employee in this category is generally not eligible for health benefits at job inception.