

1-5. TYPES OF EMPLOYMENT

- A. **TEMPORARY** --- Refers to employees hired to work for a limited period of time. Temporary employees are not entitled to fringe benefits.
- B. **PART-TIME** --- Refers to employees who work less than the normal work week. Part-time employees who work less than 32 hours a week are not entitled to fringe benefits.
- C. **REGULAR** --- Refers to employees who work a minimum of 40 hours per week. Regular employees are entitled to fringe benefits as outlined in this manual, regardless of the contract period.

- D. **LAY-OFFS** -- At the time of employment, employee will be informed that should system funding decrease, all staff positions will be evaluated for possible downsizing or restructuring.

The determination of who continues their employment will be based on evaluation of job performance and length of service.

1-6. NEPOTISM

- A. The **(INSERT YOUR SYSTEM NAME)** will not employ a member of the immediate family of a Board or Staff Member.
- B. Immediate family includes spouse, children, mother, father, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandfather, grandmother, grandson, or granddaughter.
- C. If two employees marry, neither shall be required to resign or transfer unless they have a direct supervisory relationship.
- D. No change in the existing status or position of a current permanent employee will be required if such position and/or relationship existed at the time of the adoption of this policy. I.e. If a member of an employee's immediate family later becomes a board member.
- E. Present employees are "Grandfathered" and are not subject to any of the above provisions or restrictions.

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