



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy # 104	Approval Date: 08/05/2014
Policy Title Employee Classification	Effective Date: 08/05/2014,01/01/2027
Owner Human Resources Committee	Revision Date(s): 11/28/23; 10/15/2025

I. **PURPOSE**

The purpose of this policy is to clarify employment status positions.

II. **POLICY**

Employment status positions will apply to all County Departments and operations.

III. **GUIDELINES**

A. Full-time Employee

1. A full time employee is one who is ordinarily scheduled to work forty (40) hours per week, depending on departmental work weeks, on a regular basis of fifty-two (52) weeks per year.
2. Full Time employees are eligible for all County benefits including: health, dental and life insurance; retirement benefits, longevity (if hired prior to 10/8/2020), vacation or Paid Time Off (PTO) if hired after 01/01/2022, holidays, sick leave, Section 125 flexible spending accounts, Section 457 deferred compensation, voluntary long-term disability, vision, as well as Social Security contributions and Worker's Compensation Insurance.

B. Part-time 30+ Hours Employee

1. A part-time employee is one who is ordinarily scheduled to work thirty (30) or more hours per week depending on departmental work weeks, on a regular basis of fifty-two (52) weeks per year and is eligible for County benefits offered to full time employees on a pro-rated basis, provided the employee meets the eligibility requirements for each benefit.
2. Employees involved in a job-share arrangement are considered part-time employees for the purpose of determining eligibility for benefits.
3. Health and Dental employee monthly premiums are pro-rated based on 75% Full Time Equivalence based on pre-established annual rates.
4. For Health Insurance purposes, premiums for single coverage will be based on the lesser of the pro-rated portion or the maximum allowed under the Affordable Care Act (ACA)

C. Part-time +20 Hours Employee

- A. A part-time employee is one who is ordinarily scheduled to work twenty (20) or more hours per week depending on departmental work weeks, on a regular basis of fifty-

two (52) weeks per year and is eligible for County benefits offered to full time employees on a pro-rated basis, provided the employee meets the eligibility requirements for each benefit with the exception of health and dental insurance coverage. Employees involved in a job-share arrangement are considered part-time employees for the purpose of determining eligibility for benefits.

D. Part-time -20 Hours Employee

A part-time employee at all locations who works less than twenty (20) hours per week is not eligible for County benefits except Social Security and Worker's Compensation, and also benefits offered through the Wisconsin Retirement System based on Employee Trust Funds (ETF) eligibility.

E. Temporary, Flexi-temp, Seasonal and Limited-term Employee

Temporary, Flexi-temp, seasonal and limited-term employees are hired for specific periods of time, are not considered regular employees, and are not eligible for County benefits. Temporary, Flexi-temp, seasonal and limited-term employees who meet WRS eligibility requirements may be eligible for benefits offered through WRS.

F. Employees in a part-time less than 30 hours position may be eligible for health benefits only, if meeting criteria under the Affordable Care Act (ACA) if working, on average, thirty (30) or more hours per week during the lookback period of November 1 to October 31st. Eligibility is for single coverage only or as required under the ACA. Coverage is effective January 1st of the following year and is only effective for one year. Employee must continue to meet the criteria for continued annual coverage. If an employee does not meet criteria, the employee will be offered coverage, as allowed under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

IV. **PROCEDURE**

A. PRORATED HEALTH AND DENTAL INSURANCE

Unless otherwise specified, part-time employees eligible for and enrolled in health insurance, dental insurance or any other prorated insurance benefit must pay a pro-rated portion of the insurance premiums.