

**GRAND FORKS COUNTY  
POLICY MANUAL**

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**POLICY NO. 103-04**

**Eff. 2/21/12  
Rev. 2/18/14**

**EMPLOYEE CLASSIFICATION  
AND BENEFITS**

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**Categories of Employees:**

**Full-time employee means an employee employed for forty (40) hours per week or more on a regular basis throughout the calendar year.**

**Part-time employee means an employee employed for less than forty (40) hours per week. Benefits may be prorated.**

**Other employees are employees employed for less than twenty (20) hours per week.**

**Eligible employees in Grand Forks County are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law.**

**Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in this Policy Manual.**

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The following benefit programs are available to eligible employees:

<b>BENEFIT</b>	<b>FULL-TIME EMPLOYEE</b>	<b>PART-TIME EMPLOYEE</b>	<b>LESS THAN 20 HOURS PER WEEK</b>
<b>Holidays</b>	<b>Yes</b>	<b>Yes, prorated</b>	<b>No</b>
<b>Personal Days</b>	<b>Yes</b>	<b>Yes, prorated</b>	<b>No</b>
<b>Flex Benefits</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>
<b>Vacation</b>	<b>Yes</b>	<b>Yes, prorated</b>	<b>No</b>
<b>Health Care</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>
<b>Donation of Vacation</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>
<b>Sick Leave</b>	<b>Yes</b>	<b>Yes, prorated</b>	<b>No</b>
<b>Retirement Plan</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>
<b>Leave of Absence</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Witness Duty Leave</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>
<b>Benefit Conversion at Termination</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>
<b>Longevity Pay</b>	<b>Yes</b>	<b>No</b>	<b>No</b>
<b>Bereavement Leave</b>	<b>Yes</b>	<b>Yes, prorated</b>	<b>No</b>
<b>Uniform Allowance</b>	<b>Designated for various departments</b>		

The Appendix contains enrollment forms and summary plan documents for insurance plans, flex plan, retirement plan and leave forms if applicable.