



LARAMIE COUNTY GOVERNMENT

TITLE Position Classification	APPROVAL DATE 08/15/1995
SECTION Compensation	REVISION DATE 12/20/2016

Position Status

The status of each position shall be designed, on the basis of authorized funding, as one of the following types:

- **Regular Full-time**-Employment in an established position requiring a regular schedule of 40 or more hours per work week. Full-time employees are eligible for full participation in the benefit programs.
- **Regular Part-Time**-Employment in an established position with a regular schedule of less than 40 hours of work per week. Part-time employees may be eligible for a prorated participation in the benefits programs.
- **Temporary Full-Time**- Employment in a job established for a specific purpose, for specific period of time, or for a specific project or group of assignments. Temporary employees have a defined employment period that includes a beginning employment date and an ending employment date. Assignments are generally limited to less than six months. Not eligible for County benefits.
- **Temporary Part-Time**- Employment in a job established for a specific purpose, for specific period of time, or for a specific project or group of assignments. Temporary employees have a defined employment period that includes a beginning employment date and an ending employment date. Assignments are generally limited to less than six months and are scheduled for less than 40 of work per work week. Not eligible for County benefits.
- **As Needed**- Employment in a job that is used on a “as needed” basis. “As needed” employees do not work a defined/regular schedule.

Regular Full-time and Regular Part-Time status employees are eligible for benefits at a 50%, 75% or 100% level. All contracts with employees, volunteers and interns should be reviewed by the County Attorney and Human Resources, and approved by the Board of Commissioners when required, prior to the person beginning work.

Position Classification

The classification plan is the foundation of the personnel management system and is maintained by the Human Resource Department. A class specification is a reference standard, which illustrates, defines, and characterizes a group of positions comprising a class. The task content of a class specification is not intended to be all-inclusive, restrictive, or precisely descriptive of the duties and responsibilities of any particular position within the class.



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(a) Whenever permanent and substantial changes have occurred to the extent a position has become significantly different in nature than when classified, the Elected Official, Department Director or Manager may request a classification review by the Human Resources Office, and subsequent submission to the Laramie County Commissioners for final approval.

(b) Employees who believe their positions have not been placed in the proper class may submit to the Elected Official, Department Director or Manager a new job analysis questionnaire and amended classification specification, and a request for review, which is then submitted to Human Resources and then to the County Commissioners.