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# Gold Mountain Community Services District

## POLICY HANDBOOK

POLICY TITLE: Employee Status  
POLICY NUMBER: 2080

**2080.1** A "Regular full time" employee is one who has been hired to fill a regular, full-time position and works 30 or more hours per week in any job classification and has completed their probationary period. The standard probationary period to qualify as a "regular full time employee" is 90 days of continuous service. For District positions that may require a State of California "water" or "sewer" certification, the "probationary" time may be extended at the discretion of the General Manager up to the required "certification" completion period defined by the appropriate State of California Agency.

**2080.2** A "Regular part-time" employee is one who is hired to work within any regular job classification and works less than 30 hours per week but more than 30 days in a year and has completed their probationary period. The standard probationary period to qualify as a "regular part time employee" is 90 days of continuous service. The part-time employee works whenever the District's workload increases to a level that regular employees cannot accommodate. He/she also may be required to work standby as discussed in Policy 2010, "Hours of Work and Overtime."

**2080.3** A "Temporary" employee is one who is hired to complete a specific task that may or may not fall within a specific regular job classification. The duration of the work assignment of a temporary employee may range from one day to a maximum of 30 days of continuous service with an extension of such temporary status subject to approval of the District General Manager.

**2080.4** In each of the employment status types described above in Sections 2080.1 through 2080.4, other District policies, including but not limited to, Policy 2010, "Hours of Work and Overtime", Policy 2150, "Compensation", Policy 2190, "Drugs and Alcohol Abuse", Policy 2200, "Pre-Employment Physicals", and Policy 2291, "Vehicle Usage, Part-time, Seasonal" will apply.