

**HUMAN RESOURCES POLICY**  
**Fauquier County, Virginia**

**Policy Title: Types of Employment**  
**Section No.: 24**

**Effective Date: 06/13/14**  
**Supersedes Policy: -08/10/06**

**I. PURPOSE**

It is the objective of the Board of Supervisors to employ individuals in a variety of employment types to best meet the work requirements of the County and serve its citizens.

**II. SCOPE**

This policy applies to all employees.

**III. DEFINITIONS**

A. Full-Time Permanent Position: A full-time permanent position is defined as a position in which the incumbent works a full-time, 30, 37.5, 40 or 42 hour per week schedule for every seven calendar day period on a continuous basis. Full-time permanent positions have no time limitation with respect to the duration of job assignment. Full-time permanent employees are eligible to receive full fringe benefits.

B. Part-Time Permanent Position: A part-time permanent position is defined as a position in which the incumbent works less than a 30 hour per week schedule on a part-time, continuous basis. Part-time permanent positions have no time limitation with respect to the duration of job assignment. Part-time permanent employees are eligible to receive pro-rated fringe benefits.

C. Temporary Position: A temporary position is defined as a position in which the incumbent works for a maximum period not to exceed twelve (12) months. Temporary employees are not eligible to work more than 29 hours per week. Temporary employees are not eligible to receive fringe benefits.

D. Work week: A work week is defined as seven consecutive calendar days; currently identified as Saturday through Friday.

**IV. PROCEDURES**

A. All positions in the County shall be characterized by one of the position employment types described in section III. A-C above.

B. Fringe benefits shall be provided to employees according to their position employment type.

C. An employee occupying two part-time permanent positions within the County shall be viewed as a full-time permanent employee for the purposes of fringe benefits if the combined position hours total a minimum of thirty (30) per week. To be eligible for retirement contributions, the Virginia Retirement System requires that the two jobs be of the same classification.

D. Job Sharing

1. Any full-time permanent position may be job shared upon approval of the Department Head/Constitutional Officer. The combined work hours of the job-shared position shall not exceed the total budgeted hours of the full-time permanent position.

2. Job sharing may be initiated by a Department Head/Constitutional Officer when:

a. a position is vacant and job sharing fits the needs of the department, or

b. a position is filled and the incumbent agrees to or expresses a desire to job share.

3. The employment type of employees who job share shall correlate to the number of hours the employees work in a regularly scheduled workweek.

4. A Department Head/Constitutional Officer may approve job sharing for a specific period of time, normally not less than one (1) year. Job sharing arrangements may be revised with the approval of the Department Head/ Constitutional Officer on an as needed basis.