

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
2. EMPLOYMENT PRACTICES**

2.1 EMPLOYEE STATUS

- CATEGORIES** 2.1-1 Montgomery County has four categories of employment:
- FULL-TIME** 2.1-2 A full-time employee is one who is employed in a position that requires at least 30 work hours per week which is budgeted for at least one year.
- PART-TIME** 2.1-3 A part-time employee is one who is employed in a position that requires less than 30 work hours per week and is budgeted for at least one year.
- *NOTE:** A part-time employee who is allowed to breach their weekly hours of <30 hours per week and is allowed to work 30 or more hours per week may be eligible for medical benefits as defined by the Affordable Care Act (ACA) and the elected official/department head may need to request an increase in their budget which requires approval by Commissioner's Court.
- TEMPORARY** 2.1-4 A temporary employee is one who is employed in a position that has a duration of hire not to exceed one year, e.g., someone hired to complete a specific project or work for a specified period of time.
- SEASONAL** 2.1-5 A seasonal employee is one who is employed in a position that has a duration of hire for a maximum of 6 months.