

## **INSTRUCTIONS**

1. Complete the Form
2. Save the form to your desktop or alternate location.
3. Attach the document(s) to an email and send to:  
personnel@howardcountyin.gov

## **TERMS OF ACCEPTANCE AND ELECTRONIC SIGNATURE**

By electronically signing this document, you warrant the truthfulness of the information provided in this document.

### **\*SURFACE USERS ONLY – WINDOWS 10**

If you are using Windows 10 with a Microsoft Surface you may experience an issue signing your document. You may download a free app such as XODO.

- Install XODO
- Save the Employment Application
- Open document in XODO and complete
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### **\*WINDOWS 10 USERS**

You will need to access the document(s) using an alternate browser, such as Chrome or Firefox.

### **MOBILE USERS (Android & Apple)**

You must have Adobe Reader or another compatible PDF editor installed prior to completing the document(s).

**EMPLOYEE NOTICE  
OF  
EMPLOYMENT STATUS**

**County of Howard, Indiana**  
*an Equal Opportunity Employer*

**Employee Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

Your current employment status is specified below. Any changes in employment status will be conveyed in writing. No change in employment status is to be construed or inferred without written notification.

**FULL-TIME PUBLIC RETIREMENT (FTPR)** employees are those who are not in a Trainee/D-team, FTA, PT, ST, or CP status and who are regularly scheduled to work the County's full-time schedule of thirty-five (35) or more hours per week. FTPR employees are eligible for the following benefits, subject to the terms, conditions, and limitations of each benefit program: County's benefit package\*, Vacation Leave, Holidays, Sick Leave, Bereavement Leave, Personal Hours, Worker's Compensation, and Social Security benefits.

**CORRECTION OFFICER TRAINEE --- DISPATCHER TRAINEE (Trainee) --- KINSEY CENTER D TEAM (D Team)** are those employees not in a FTPR, FTA, PT, ST or CP status. Trainee/D-Team employees are those who are hired in 24/7 public safety positions in a temporary training status and may be assigned to work a full or part-time schedule. Trainee/D Team employees may be in this status up to twelve (12) continuous months from their date of hire. If Trainee/D Team employees have not been hired as Full-time Public Retirement (FTPR) employees within twelve (12) months from their date of hire, hours of work shall be reduced to twenty eight (28) or less hours per week.

Trainee/D Team employees are eligible for legally mandated benefits such as Worker's Compensation, Social Security benefits, and County health insurance, subject to the terms, conditions, and limitations of benefit programs. Trainee/D Team employees are *not* eligible for the following benefits: Vacation Leave, Holidays, Sick Leave, Bereavement Leave, Personal Hours, and retirement programs.

**FULL-TIME AFFORDABLE CARE ACT (FTA)** employees are those who are not assigned to a FTPR, Trainee/D-Team, PT, ST, or CP status and who are regularly scheduled to work thirty (30) or more hours per workweek. FTA employees are eligible for legally mandated benefits such as Worker's Compensation, Social Security benefits, and County health insurance, subject to the terms, conditions, and limitations of benefit programs. FTA employees are *not* eligible for the following benefits: Vacation Leave, Holidays, Sick Leave, Bereavement Leave, Personal Hours, and retirement programs.

**PART-TIME (PT)** employees are those who are not assigned to a FTPR, Trainee/D-Team, FTA, ST, CP status. Part-time employees shall not work more than twenty-eight (28) hours per work week. Any exception must have elected official or department head prior approval with notice to the Personnel Department. Such exceptions are limited to mandatory certification training required of the position or a fluctuating work schedule to meet a business necessity. In any event Part-Time employees shall not work more than one-hundred twenty-two (122) hours in a calendar month.

Part-time employees retain that status until expressly notified of a change. While part-time employees do receive all legally mandated benefits such as Workers' Compensation and Social Security benefits subject to terms, conditions, and limitations of each benefit program. PT employees are *not* eligible for the following benefits: Vacation Leave, Sick Leave, Bereavement Leave, Personal Hours, Health Insurance, and retirement programs.

**SEASONAL/TEMPORARY (ST)** employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project, and who are not assigned to a FTPR, Trainee/D-Team, FTA, PT, or CP status. It is the policy of the County that a Seasonal/Temporary employee who works for one hundred twenty (120) days in a calendar year shall not be rehired by the County without a minimum of six (6) months separation period between Seasonal/Temporary engagements. Seasonal/Temporary employees retain that status until notified of a change. While Seasonal/Temporary employees receive all legally-mandated benefits such as Workers' Compensation and Social Security benefits, ST employees are *not* eligible for the following benefits: Vacation Leave, Holidays, Sick Leave, Bereavement Leave, Personal Hours, Health Insurance, and retirement programs.

**CONTRACT PROFESSIONALS (CP)** are those professionals who perform ongoing services for the County under special contract, including the County Attorney/Coordinator and Assistant County Attorney. CP employees are those who are not assigned to a FTPR, Trainee/D-Team, FTA, PT, or ST status. They may be eligible for the County life insurance program, Indiana Public Retirement System (INPRS), and the Indiana Deferred Compensation Program (IDCP). Additionally, if their contract so provides, they are eligible for the County health insurance plan upon such terms as are specified in their contract.\*

\*County's Benefit Package: County life insurance program, Indiana Public Retirement System (INPRS), Boston Mutual Life Insurance, AFLAC, Indiana Colonial, Edward Jones Investments, County Health Clinic, and the County health insurance plan.

**EMPLOYEE ACKNOWLEDGEMENT:**

Name: \_\_\_\_\_  
(printed)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_