

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

CIVIL SERVICE PROCEDURES

1. Full time employee: a person who is employed by BOCES for a 10 or 12 month period of time and who works more than 50% of the standard work week. (Permanent appointment)
2. Part time employee: a person who is employed by BOCES for a 10 or 12 month period of time and who works 50% or less of the standard work week. (Permanent appointment)
3. Temporary and seasonal employee: a person who is employed for a particular program or project for a period not exceeding six months. (Not a permanent appointment)
4. Per diem/substitute: a person who is called in on a day to day basis.

NOTE: For example, a two hour per week employee would fall under item 2 unless they were hired within six months of June 30th. Then they could be hired under item 3.

NOTE: Probationary appointments are limited to 26 weeks. However, any absence in excess of 10 days may not be counted for the probationary period. Therefore, if a Civil Service employees' probationary appointment period involves 10 or more days of absence, or some or all of the summer recess, that time can be added to the "normal end date"; e.g. a 26 week probationary period of approximately 4/1/95 to 10/1/95 would actually become 4/1/95 to 12/1/95 as the months of July and August do not count - even if working summer school.

Source: Civil Service Letter dated January 9, 1995