



## Stephens County Board of Commissioners

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Deborah Whitlock, Commissioner  
Michelle Ivester, Commissioner  
Dennis Bell, Chairman  
James Addison, Commissioner  
Dean Scarborough, Vice Chairman

Phyllis Ayers, County Administrator  
Beth Rider, County Clerk  
Brian Ranck, Attorney

### **PART TIME EMPLOYMENT AGREEMENT**

I, \_\_\_\_\_, have requested to work as a part time employee for the Stephens County Board of Commissioners. I understand that to be in compliance with the employment handbook and the Affordable Care Act the IRS provides that a part time employee will be working less than 30 hours per week on an annual basis. I also, understand that as a part time employee while I receive all legally-mandated benefits such as workers compensation insurance and Social Security; I will not accrue any vacation and sick leave time and that I will be ineligible for the County's other benefit programs.

This will become effective \_\_\_\_\_.

\_\_\_\_\_  
(Employee)

\_\_\_\_\_  
(Department Head)

\_\_\_\_\_  
HR/Payroll