



# PERSONNEL RULES AND REGULATIONS

<b>RULE 3:</b> <i>Types of Appointments</i>	<b>REVISED</b>
<b>REGULATION 2:</b> <i>Temporary, Seasonal, Emergency, Provisional, &amp; Casual</i>	<b>Pages:</b> 1 of 2

## Section 1: Introduction

There may be instances where a department is in need of staffing that is short-term in nature. The following sections provide guidance as to the type of short-term staffing permitted under these Rules and Regulations.

Individuals serving a short-term appointment are not entitled to any of the benefits of classified service and are not covered by any other Personnel Rules and Regulations unless specifically stated. Individuals serving in one of these appointments may be dismissed by the appointing authority without recourse of any kind.

## Section 2: Temporary

An appointment for temporary employment may be made as is necessary to carry on the County's business. The Human Resources Director may authorize the Temporary Appointment of any qualified individual to be designated by the appointing authority.

The length of a Temporary Appointment shall not exceed 12 consecutive months. At or prior to the end of the 12-month temporary employment period, one of the following must occur:

- Temporary Appointment ceases, or
- Job is posted as Classified Appointment in accordance with *Rule 2: County Employment*.

The acceptance or refusal of a Temporary Appointment by an individual on an eligible list shall not affect their standing on any other eligible list. In the event that a temporary employee accepts a Classified Appointment, the effective date of such appointment shall constitute the employee's date of employment in the classified service and shall not be retroactive to the Temporary Appointment.

## Section 3: Seasonal

Individuals may be appointed to a job which, although temporary in nature, coincides with a particular season or seasons of the year and may recur from year to year. Names of those individuals appointed to seasonal jobs may be placed on a Seasonal List to be considered for the following season.



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## Section 4: Emergency

In the event that emergency appointment is necessitated by unanticipated business needs, the appointing authority may offer Emergency Appointment to an individual who is not on an eligible list and may or may not have completed the Selection Process. However, this Emergency Appointment must receive advance approval from the Human Resources Director and will not extend beyond (30) calendar days.

## Section 5: Provisional

An appointment for provisional employment may be made as is necessary to carry on the County's business. Provisional Appointments will contain specific start and end dates. The Human Resources Director may authorize the Provisional Appointment of any qualified individual to be designated by the appointing authority and does not require competitive examination. However, no such Provisional Appointment shall continue longer than six (6) months nor shall successive Provisional Appointments be allowed.

## Section 6: Casual

The County strives to ensure the delivery of services to the community. Casual employment – meaning work when the need arises – assists in meeting this goal.

The Human Resources Director may authorize the hiring of casual workers for the following reasons:

- Specific project(s);
- Specific skillset(s);
- Specific time-sensitive needs; or
- Extended absences.

The Casual worker will work without guarantee of regular or systematic hours of work, without expectation of continued work, receive compensation only for hours worked (e.g. no paid leave), and as allowed within budgetary constraints.