

## Temporary Staff

### 306.1 PURPOSE AND SCOPE

To set forth the guidelines for employing temporary staff. This policy applies to all prospective temporary employees.

#### 306.1.1 DEFINITION

**Temporary Staff** - An individual who is not a regular or seasonal employee.

### 306.2 AUTHORITY AND REFERENCES

- Executive Team;
- Board of Supervisors;
- Riverside County Ordinance 440.

### 306.3 POLICY

The Chief Probation Officer may authorize hiring of temporary employees in accordance with the provisions of the Riverside County Ordinance 440.

### 306.4 INSTRUCTION AND COMMENTS

- (a) No person shall be employed in or appointed to any temporary position unless the individual meets the minimum qualifications set forth in the class specification, unless the County Human Resources Director shall certify that there is no qualified person available for the temporary position.
- (b) Temporary employment is not to be used in lieu of the probationary period in a regular position or as a trial period of employment.
- (c) Temporary employees are not entitled to vacation, sick leave, holiday pay, comp time, dental, life or vision insurance. However, under the PERS Medical Plan, temporary employees are eligible to enroll in a County Health Plan after working 1,000 hours in a fiscal year.
- (d) Temporary employees are not entitled to retirement benefits unless more than 1,000 hours are worked in a fiscal year. Temporary employees are required to contribute to the 401(a) Qualified Retirement Plan. Once 1,000 hours are met in a fiscal year, temporary employees are entitled to retirement benefits. Monies will not be rolled over from the 401(a) Plan into PERS.
- (e) Temporary employees are only permitted to work in the same capacity in which he/she performs substantially continuous service for more than 1,040 working hours (six months of full time service) during any one fiscal year period. Under certain circumstances and for good cause, with the approval of the County Administrative Officer and filed with the Riverside County Human Resources Director, a period of temporary employment may be extended for two successive periods of 520 hours each (3 months each) per Riverside County Ordinance 440.

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- (f) Temporary employees do not receive step advances within the salary range based on hours of service.
- (g) Temporary employees are paid for hours they are actually required to work. Per FLSA requirements, temporary employees who work in excess of 40 hours in a work week will be paid at time and one-half for the additional hours.

#### **306.5 PROCEDURE**

The Division Director submits a "Request for Hiring Authorization" to the Chief Probation Officer or designee. If the request is approved, it is be forwarded to the Department Human Resources Coordinator for action. Hiring procedures are identical with those for regular employees.

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07/01/2001

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