

Temporary, As-Needed Employees (Cat. 16)

updated 12/13/16

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Who Are Temporary, As-Needed?

- Charter Section 10.104(16) – “Temporary and seasonal appointments not to exceed the equivalent of half-time [**1040 WKP hours**] during any **fiscal year**, except that such positions may be filled through regular civil service procedures;”
- The 1040 hours is cumulative so can be from numerous TE, AN appointments.

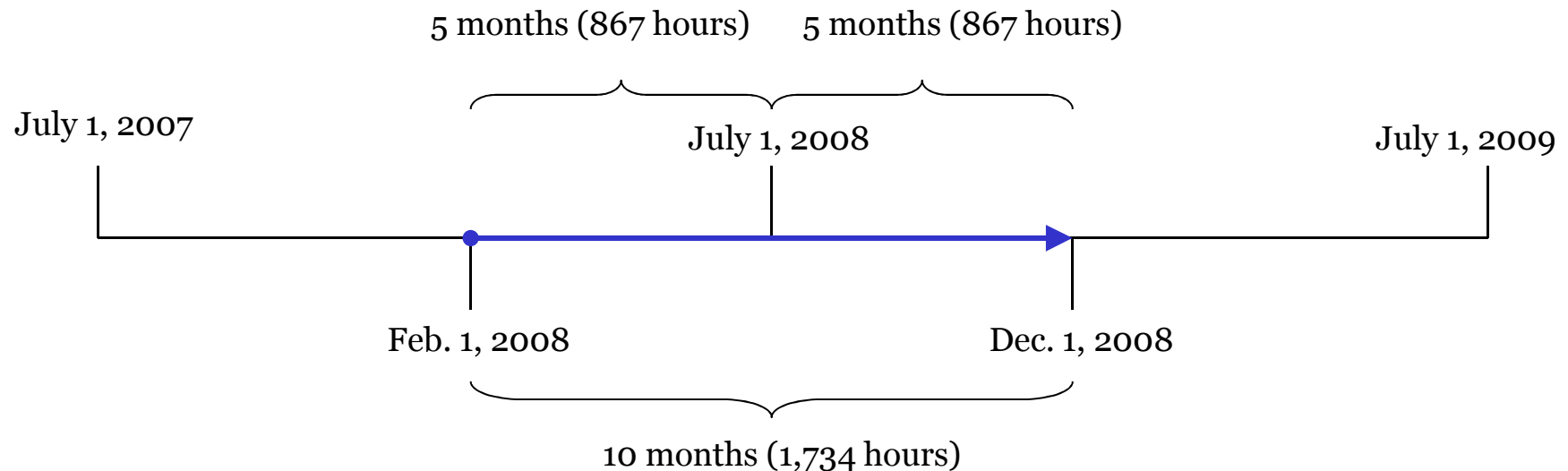
When Should They Be Used?

- **Seasonal** (e.g., summer lifeguards) – While there may be consistent work for a defined period of time, it may not make sense to hire permanently if this work is continuous, even recurrent, but only for a limited period of time.
- **Peak workloads** (e.g., elections)
- **Sporadic** (e.g., exam proctor) – Work that is as-needed (i.e., irregular and unanticipated)
- **Short Term Backfill** (e.g., leaves of absences, vacation)
- **Emergency** (e.g., natural disaster)
- **Appointment in anticipation of a PCS appointment** (if anticipate filling position within 6 months time)

What Benefits Do They Receive?

- Health and Retirement – Upon working 1,040 or more hours in any consecutive, rolling 12 month period.
- Sick Leave – Earn 1 hour of sick pay for every 30 hours paid upon appointment with access after 90 days
- Vacation – Ineligible. Employees must have a regular work schedule.
- Legal Holidays – Ineligible. Employees must have a regular work schedule of at least 10 hours per week (i.e., 20 hours in a pay period).

Fiscal Year v. Rolling 12 Month Period



Employee is hired on 2/1/08 and works full-time through 12/1/08. Although employee never works more than 1040 hours in a fiscal year, the employee has worked ten months (1734 hours) consecutively and is now eligible for health and retirement.