Temporary, As-Needed Employees (Cat. 16)

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Who Are Temporary, As-Neededs?

- **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.