



Temporary, As-Needed Employees (CAT. 16)

December 14, 2023





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 TEX, As-Needed 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 as they must have a regular work schedule. SEIU, Local 1021, Misc. and IFPTE, Local 21 employees are eligible if they work more than 1040 hours in a rolling 12-month period.
- Legal Holidays and Floating Holidays – Ineligible. Employees must have a regular work schedule of at least 10 hours per week (i.e., 20 hours in a pay period).



Step Increases

- As-needed employees are not entitled to automatic step increases.
- Department may choose to give discretionary increases based on recruitment, retention, and/or special needs.