

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 6.04</b>
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005
<b>CHAPTER:</b> Human Resources		Related Policy: APM, Chapter 3, Section 14
<b>SUBJECT: Temporary Hires</b>		Related Laws:

**POLICY:** This policy provides direction for the hiring of the correct type of employees to assist with temporary workload and/or other project needs. All categories of Sheriff's Office employees shall be responsible for complying with all Sheriff's Office policies, rules, and procedures contained in other General Orders and other documents as stated in G.O. 3.01.

**DEFINITIONS:**

1. Extra Help - The term "Extra Help" means employees who are appointed to service on a short term and/or intermittent basis to cover emergency workloads of limited duration, necessary vacation relief, or other situations involving fluctuating workloads. The amount of hours worked cannot exceed 520 hours in a fiscal year.
2. Temporary Employees - A temporary employee is any employee appointed to a budgeted position on a temporary and/or intermittent basis, of not less than 520 hours nor more than 1040 hours in a fiscal year which does not have a predetermined starting or ending date.
3. Unclassified Part-time & Professional – An unclassified part-time employee is always non-represented and working less than 2,080 hours in a twelve (12) month period. An unclassified employee works in a role commensurate with a non-represented classification and fills a temporary vacancy, works on a special project, or works in a specialized profession (scientific, technical, expert) capacity.

**RULE:** None

**PROCEDURE:**

- I. Extra Help Appointments
  - A. Complete the Extra Help Request Form and have it approved by the Sheriff or his Designee. (This form can be found on the Shared Drive under Templates, then Forms). The form is then sent to the LCSO Administrative Analyst who will process the request and forward applications to the supervisors for consideration.

- B. LCSO HR staff will complete the background investigations. (The extent of the investigation will be determined by the type of work being done by the individual.)
- C. Once the investigation has been completed and the person has been approved for hire, the Administrative Analyst will contact the supervisor/manager to determine a start date and pay rate. The start date should be coordinated with New Hire Orientation in County HR.

**Note** - Extra Help hires must attend new hire orientation. Orientations are scheduled each Monday in Human Resources and Management Services beginning at 8:00 a.m. and are approximately 2 ½ hours in length.

- D. If a person works over 600 hours in a calendar year they will become a PERS liability, meaning that they will start paying 6% into PERS and the Sheriff's Office will pay 19% into PERS.
- E. Unclassified part-time and professional appointments require the approval of the HR Manager.

## II. Hiring a PERS Retiree

- A. PERS retirees may not be hired back until after their official PERS retirement date. An employee's official PERS retirement date is always the last day of the month following his/her termination.
- B. PERS retirees may be hired back as Extra Help to perform the work of a **represented position** with an hour limitation of 1039 hours in a calendar year. However, the retiree must also not exceed 520 hours in any **fiscal** year. The alternative is to hire the retiree into a temporary status, budgeted position.
- C. PERS retirees hired back to perform the work of a **non-represented** position for a maximum of 1039 hours should be hired using the unclassified part-time status versus extra help status. (Exceeding 1039 hours could compromise the employee's PERS benefits.)

## III. Seasonal Employees

- A. A seasonal employee is in a position which has been approved by the County Board of Commissioners; is included in the adopted County budget; is for work in excess of twenty (20) hours per week, but which is budgeted for less than six (6) months duration.
- B. These positions have a predetermined starting and ending date for which there is no extension in the current established fiscal year budget.