POLICY PERTAINING TO EXTRA HELP POSITIONS

Section 1. Findings and Policy Statement

Kitsap County finds that both operational efficiency and fair and equitable employment practices are advanced by the use of regular employees. Therefore, it is the policy of Kitsap County that regular full-time or regular part-time employees will perform the ongoing, relatively stable, and predictable bodies of work needed to provide services to the public, and the use of extra help employees will be minimized.

Section 2. Definition of Extra Help Employee

“Extra help employee” means an employee who is not hired as a regular employee, is not entitled to employment-based benefits, and whose term of employment is limited to the hour limitations specified in Section 3.2.

Section 3. Limitations on Employment of Extra Help Employees

3.1 Extra help employees may be hired to address the following operational needs:

   3.1.1 Limited Term. For specific and defined projects or for a continuing body of work of limited duration including grant-funded projects, capital improvement projects, other non-routine projects, during the absence of a regular employee, to perform work requiring specialized skills, or to fill a vacancy for a limited period during recruitment.

   3.1.2 On Call. To address short-term operational needs, for intermittent work during peak periods, or in the event of an emergency.

   3.1.3 Seasonal. For specific times of year to meet departmental needs during the identified season or peak workload time periods.

3.2 Extra help employees may not be used to perform work that is ongoing, relatively stable, and predictable. The duration of employment is limited to the following terms:

   3.2.1 Limited Term. The term of employment shall be limited to the term of the particular project, regular employee absence, work requiring specialized skills, or position vacancy, but in no event shall the term exceed 2080 hours.

   3.2.2 On Call. The term of employment shall not exceed 1213 hours in a calendar year.

   3.2.3 Seasonal. The term of employment shall not exceed seven consecutive months, 1213 hours in a calendar year.
3.3 An employing official who has terminated an extra help employee because the employee reached one of the thresholds listed in Section 3.2 may not re-employ the employee or another extra help employee to perform the same classification work for a period of six months following the last work day of the terminated extra help employee.

3.4 Extra help employees are not guaranteed a minimum number of work hours.

3.5 An employing official who seeks to hire an extra help employee must submit a request for authorization to the Human Resources Manager. A request for authorization must include, at a minimum, a description of the body of work to be performed, the regular designation of a classification that most closely resembles the work to be performed, the proposed wage that will be paid, the funding source, the anticipated hire date, and the number of hours the employee is anticipated to work.

3.6 The wage for extra help employees should be within the wage grade established for the classification they are entering.

3.7 Two or more employees may perform the work of a particular classification concurrently as a job share or sequentially; however, the cumulative service of the two or more employees shall not exceed the applicable threshold listed in Section 3.2. This section does not apply to seasonal workers or employees of a 24 hour, 7 day facility.

3.8 Employing officials are responsible for ensuring that extra help employees are official shall take one of the following actions in sufficient time to ensure that an extra help employee is not employed beyond the threshold:

(a) Discontinue the work performed by the extra help employee and terminate the employment of the extra help employee;

(b) Reassign the work performed by the extra help employee to an existing regular employee(s) and terminate the employment of the extra help employee;

(c) Request creation of a regular position to perform the work.

3.9 Specific procedures for submitting requests for authorization to employ extra help employees will be developed and maintained by the Director of Personnel and Human Services or designee.

3.10 When the elected official or department head submits the annual budget estimate, he or she will also submit a report documenting the use of extra help employees during the calendar year and make a recommendation to the County Administrator (or in the absence, the Chair of the Board of County
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Commissioners) as to whether an ongoing, relatively stable and predictable body of work on an annualized basis has been identified. If the County Administrator determines that such a body of work exists, a recommendation may be made to create a new part-time or full-time regular position(s), reassign the work to an existing regular position, or cessation of the work.

Section 4. Employment Agreement

As a condition of employment an extra help employee shall sign an agreement acknowledging his or her status as extra help and the terms and conditions of extra help employment. If a change occurs affecting the terms and conditions of employment, a new agreement shall be signed by the employing official and extra help employee.

Section 5. At-Will Employment

The employment of an extra help employee may be terminated at will. Nothing in this policy shall be construed to create a right to continued employment.

Section 6. Hiring Process

6.1 All individuals selected for employment as extra help shall complete a Kitsap County Employment Application.

6.2 Each person selected for employment as extra help should meet the minimum qualifications of the position.

6.2.1 If the employing official hires an extra help employee at a classification level that is lower than authorized for the extra help position, the minimum qualifications applicable to the lower classification will apply.

6.2.2 The Personnel Division should review applicant qualifications prior to hire and, in cases of emergency, no later than the second week of employment. Individuals hired on an emergency basis who do not meet minimum qualifications should not be retained in the position.

6.2.3 The Personnel Division will coordinate with the employing official to establish specific qualifications and review processes.

6.3 In the event that an extra help body of work is transitioned to a regular position, the Personnel Division will conduct a classification review and the competitive selection process applicable to the regular position shall be followed. Performing work as an extra help employee shall not confer any right or entitlement to appointment to a regular position.

Section 7. Retirement Benefits

Contributions to the Washington State Retirement System shall be paid for extra help
employees who work at least 70 hours during five or more months of two consecutive calendar years to the extent required by law. Enrollment in the retirement system shall be a condition of employment at the time the employee becomes eligible for membership in the Washington State Retirement System.