

SECTION 03-13

Effective Date: January 1, 1998

INTERIM TEMPORARY EMPLOYEES AND USE OF ADULT EDUCATION TRAINEES

When a vacancy due to termination of employment or absence due to extended medical leave or other use of leave time exists within a permanent/full-time or permanent/part-time Administrative Division position, and where there exists an immediate, urgent need to fill that position, the County Administrator may authorize the hiring of an interim, temporary employee (either full-time or part-time) or the use of persons enrolled in adult career education programs to fill positions on a short-term basis. Vacancies to fill in this manner are not required to be posted and filled in the manner prescribed by Part 02 of this Manual. The person hired as an interim temporary employee may be recommended by the department head where the employee is needed; a temporary employment services worker; a person enrolled in adult education or job training programs (federal, state or local), or person otherwise selected by the County Administrator. Where a vacant position is filled on this basis, an interim temporary employee or adult education trainee may be used for up to three (3) successive calendar months during which time the vacancy shall be posted and filled pursuant to Part 02 of this Manual. Where a position is being filled due to the absence of an employee due to extended medical leave or other use of leave time, the position may continue to be filled by an interim temporary employee or adult education trainee for the period of the absence. Periodic use of such interim temporary employees or adult education trainees on a "fill-in" basis may continue after the regular employee returns to his/her position if needed and as necessary at the discretion of the County Administrator.

Interim temporary employees and adult education trainees employed within the Administrative Division are considered temporary employees (either temporary/part-time or temporary/full-time as defined) for the purposes of other applicable policies set out in this Manual. The hourly wage for such employees shall be negotiated and set by the department head with the approval of the County Administrator not to exceed the hourly wage range established for temporary employees set forth in the *Approved Initial Starting Salaries and Wages - Administrative Division Positions (Attachment A)* of this Manual). In the case of a temporary employment services worker, the hourly wage and other fees associated with the use of such workers may exceed this wage range with approval of the County Administrator.