

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT: COUNTY TEMPORARY/ SEASONAL EMPLOYEES	DATE APPROVED:	EFFECTIVE: 9/11/05	POLICY NO. 305
	9/1/05	REPLACES: NEW	

Upon approval by the County Administrator/Controller, a temporary or seasonal employee may be utilized to perform work for a predetermined period of time in positions left vacant due to a leave of absence, promotion, termination, emergency and/or special project.

A. Definitions

Temporary/Seasonal Employee - An employee hired directly by Calhoun County and paid through the County payroll system.

Agency Employee - An employee assigned to work at Calhoun County through a placement agency and not paid through the Calhoun County payroll system.

B. Rate of Pay

Temporary/Seasonal employees utilized by Calhoun County and not through a placement agency will receive a wage equal to Step I of the job classification they are performing unless a different rate is pre-approved by the County Administrator/Controller.

Agency employees will be paid directly through the placement agency at a rate determined by the placement agency and agreed to by the County.

C. Benefits

Temporary/Seasonal or Agency employees will not be entitled to any County benefits, i.e., health, vision, dental, or life insurance benefits, defined benefit, holiday pay, paid time off, longevity or bereavement.

D. Temporary to Regular Status

If a Temporary/Seasonal or Agency employee is hired as a regular employee with Calhoun County in the department where they provided the temporary service, and there is no break in service, credit for the past service as a Temporary/Seasonal employee will be counted as follows:

Paid time off and/or Longevity will be based on the participation date, which reflects credit for past service and not date of hire. However, no retroactive benefits will be provided.

The "Next Review Date" will reflect the date of hire as a regular employee and will be used

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for the next planned step increase provided that the employee does not have a change in status, job, etc. which would require an adjustment of the "Next Review Date" prior to the next planned step increase.

Any probationary periods will not be waived due to time served as a Temporary/Seasonal or Agency employee.

Eligibility for insurance benefits will remain the same as a new employee based on the date of hire.

E. Miscellaneous

All Temporary/Seasonal and Agency employees will be required to follow the same policies and procedures as all regular employees.

This policy does not supercede any directly conflicting provisions in any collective bargaining agreement covering any Calhoun County employees.