

Adopted Copy Available at
Yakima County Human Resources
128 N. 2nd Street, Room B27
Yakima, WA 98901

**YAKIMA COUNTY
EXTRA HELP EMPLOYMENT POLICY
POLICY NO. HR-006**

I. PURPOSE

The objective of this policy is to establish standards for the hiring and employment of extra help employees. This policy supersedes all previous Extra Help Employment policies. The Human Resources Department is responsible for ensuring County compliance with this policy and RCW 49.44.170.

II. EMPLOYMENT RULES

Extra Help employees are “at will” and are not regular employees of the County. Therefore, Extra Help employees shall not be required to satisfy a probationary period. Extra Help employees may be used to perform work that is limited to a specific number of hours or period of time for short term, intermittent, or seasonal (weather and/or non-weather related) work assignments.

The hiring and employment of Extra Help employees shall be consistent and in conformance with Attachment “A”, Extra Help Employment Guidelines. An individual hired into an Extra Help position under one category shall not be transferred or changed to an Extra Help position in a different category without a break in service of at least one full pay period.

A current regular full time or part time employee shall not be hired into an Extra Help position without a break in service of at least one full pay period. Both employer and employee contributions to the Department of Retirement Systems will continue for the remainder of the calendar year. Extra help hours or time limits will be applied to only the time in the Extra Help position.

Extra Help employees that exceed the specified number of hours or period of time as stated in Attachment “A” could incur retroactive employee and employer expenses under Department of Retirement rules. In addition, Washington State Department of Labor and Industries could determine that the Extra Help employee was intentionally misclassified as a temporary worker which could lead to fines and penalties.

Therefore, Extra Help employees that exceed the specified number of hours or period of time as stated in Attachment “A” shall be separated from employment the first of the month following the violation of the policy.

Employees will not be eligible for rehire by Yakima County into any Extra Help position prior to December 31st of the next calendar year following the year in which they exceeded the limit; however, the employee may be hired into a budgeted part time or full-time position through a formal recruitment.

Provisions of this policy not required by statute shall be followed, unless they conflict with negotiated labor contracts which will take precedence to the extent applicable.

ATTACHMENT "A"
EXTRA HELP EMPLOYMENT GUIDELINES

	Short Term	Seasonal (Weather Related¹ Non-Weather Related²)	Intermittent/On-Call (formal Recruitment)	Intermittent/On-Call (Appointed by Elected Official in an Appointed Position)
Service Length	Less than 5 mo/yr	Not on-call; works specific seasons (less than 650 hrs/yr)	On-call, as needed ongoing (less than 650 hrs/yr)	On-call, as needed ongoing (less than 650 hrs/yr)
Standard Daily Hours	Full or Part Time	Full or Part Time	Full or Part Time	Full or Part Time
Hiring Process	Formal Recruitment - HR	Formal Recruitment - HR	Formal Recruitment - HR	Informal-no formal recruitment
Step Placement ^{3/4}	Department Head / Elected Official discretion to hire between Step 1 and Step 4	Department Head / Elected Official discretion to hire between Step 1 and Step 4	Department Head / Elected Official discretion to hire between Step 1 and Step 4	Department Head / Elected Official discretion to hire between Step 1 and Step 4
Eligible for in-house recruitment	Yes	Yes	Yes	No
Benefits-Steps	No	No	No	No
Benefits-PTO/Vacation	No	No	No	No
Benefits-ESL/SL	No	No	No	No
Benefits-Holiday	No	No	No	No
Benefits-Health Insurance	Possibly, depending on hours worked per week	Possibly, depending on hours worked per week	Possibly, depending on hours worked per week	Possibly, depending on hours worked per week
Benefits-Retirement	No	Possibly, depending on hours worked per month and year	Possibly, depending on hours worked per month and year	Possibly, depending on hours worked per month and year
Termination at end of term	Yes	No	No	No
Break in services before rehire (1 full pay period)	Yes - unless hired into regular position	Department Head/Elected Official Discretion	Department Head/Elected Official Discretion	Department Head/Elected Official Discretion

1. Seasonal Weather Related: Positions that are specific to a season - summer help, weed sprayers.
2. Seasonal Non-Weather Related: Positions that are seasonal but not tied to a season - elections, taxes.
3. Department Head/Elected Official discretion to hire previous County employees returning to the same classification at any step up to the step they achieved prior to termination, provided the termination is within the last 6 months.
4. Extra Help A11 (County Worker) will be hired at Step 3.