

		<b>Policy # 109</b>
<b>Subject:</b> Limited Term Employment		
<b>Responsible Department:</b> Personnel Services		
<b>Effective Date:</b> 04/1979		<b>Revision Date:</b> N/A
<b>David Devine</b> <b>Director of Personnel Services</b>		<b>Navdeep S. Gill</b> <b>County Executive</b>

### 1. **Purpose**

To govern the administration of limited term appointments. To define the benefits and privileges to which limited term appointees are entitled.

### 2. **Authority**

Sacramento County Personnel Ordinance, Section 2.78.249 - Limited Term Employee

Sacramento County Civil Service Rule 7.7 (f) – Limited Term Appointments

### 3. **Scope**

This policy pertains to employees who are appointed to a limited term position and clarifies the circumstances under which these employees may return to former class, transfer, apply for promotions and be restored to an eligible list.

In all circumstances, appointments made under the provisions of this policy are at the discretion of the appointing authority.

Limited term employees are subject to rules governing probationary periods except that limited term appointments are considered temporary for purpose of separation.

Limited term employees are entitled to the same benefits as regular employees, such as vacation, sick leave, holidays, insurance, leave of absence, retirement and Social Security. These benefits are described in Chapter 2.78 of the Sacramento County Code, applicable Personnel Ordinance, applicable Memorandum of Understanding or other authority.

## Limited Term Employment, Policy # 109

A limited term appointee must be released on or before the expiration date of the limited term position.

### Right to return

Regular employees who accept limited term positions in the same department retain the right to return to the class in which they held permanent status before accepting the limited term appointment. The right to return extends between departments if a written agreement to that effect has been completed.

Limited term appointees who are not regular employees do not have the right to return. Therefore, they are not eligible for reinstatement to County service. These appointees have no bumping rights with respect to any other employees in any class in County employment nor are their names placed on any reemployment lists.

### Transfers

A limited term employee is eligible to transfer to a regular County position under the following conditions:

- the regular position is in the same class as the limited term position, and
  - the employee has completed the probationary period or
  - before completing the probationary period, when the employee would have been eligible for permanent appointment by virtue of his/her ranking had his/her name remained on the eligible list.

### Promotional examinations

Limited term employees may compete in Sacramento County "Promotional Only" exams after completing the probationary period and meeting the minimum qualifications for the class.

### Restoration to eligible lists

When released, limited term appointees may request restoration to their original rank and position for the duration of the eligible list from which they were appointed. (Civil Service Rule 6.5 (c) – Restoration of Names to Eligible Lists)

## Limited Term Employment, Policy # 109

The employee must submit the request in writing to the Department of Personnel Services, Employment Services Division.

When a new exam is announced for the same class, they must submit an application and compete for placement on the new eligible list.

### Definitions

Limited term appointment: A limited term appointment is the appointment of a person made to a limited term position for a designated period of time.

Limited term employee: A person who accepts a limited term appointment as defined in Section 7.7(f) of the Civil Service Commission Rules. A limited term employee is a temporary employee for purposes of separation from County employment. (Personnel Ordinance, Section 2.78.249)

Limited term position: A limited term position is a position of temporary duration which is established for a designated period of time (6 months or more) for the accomplishment of a specific project. As a general rule the expiration date of the position will be stated in the Salary Resolution at the time the position is established.

**4. Procedures** Not Applicable

**5. Review** Not Applicable