

**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 all applicable federal and state laws.

II. DEFINITION OF TERMS

Extra Help – Employees that are ineligible to benefits offered to regular budgeted employees other than what is required by State and Federal regulations. Extra Help is considered as “at will” employees.

At Will – The employment relationship in which Yakima County can terminate an employee at any time for any reason, except an illegal one, or for no reason without incurring legal liability. Likewise, an employee is free to leave a job at any time for any or no reason with no adverse legal consequences.

Work Assignments – The length of time in which the employee has been hired to work defined as: short term (less than 5 months), intermittent (as needed with no set schedule) or seasonal (either short term or intermittent work).

Break in Service – Time frame in which an employee is not allowed to work for Yakima County and usually the result of the current employee resigning from employment.

Category – Short Term, Seasonal (Weather Related), Seasonal (Non-Weather Related), Intermittent/On-Call (see Attachment “A”).

II. EMPLOYMENT RULES

Extra Help candidates must apply and follow the same procedures as outlined in HR-13, Yakima County Recruitment Policy.

Extra Help employees are not eligible for benefits outside what is required by State and Federal regulations at time of hire.

Extra Help employees may be used to perform work that is limited to a specific number of hours or period of time as indicated by the work assignment.

The hiring, employment and offering of benefits to Extra Help employees shall be consistent and comply with Attachment “A”, Extra Help Employment Guidelines.

An individual hired into an Extra Help position under one category shall not be transferred to another position or have their current position changed to an Extra Help position in a different category without a break in service of at least two full pay periods.

A current regular full time or part time employee who transfers or severs employment shall not be rehired into an Extra Help position without a break in service of at least two full pay periods.

Extra help service length 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, the 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.

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

ATTACHMENT "A"
EXTRA HELP EMPLOYMENT GUIDELINES

Category	Short Term	Seasonal (Weather Related ¹ Non-Weather Related ²)	Intermittent/On-Call (Non-Appointed)	Intermittent/On-Call (Appointed by Elected Official in an Appointed Position ⁶)
Definition/Service Length	Less than 5 mo/yr 5 th month less than 70 hrs	Not on-call; works specific seasons (less than 650 compensated hrs/yr)	On-call, as needed ongoing (less than 650 compensated hrs/yr)	On-call, as needed ongoing (less than 650 compensated 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 ^{3/4/5}	Step 1	Step 1	Step 1	Step 1
Eligible for in-house recruitment	Yes	Yes	Yes	No
Benefits-Steps	No	No	No	No
Benefits-PTO/AL	No	No	No	No
Benefits-ESL/SL	No	No	No	No
Benefits-WPSL/EAP	Yes	Yes	Yes	Yes
Benefits-Paid Holiday	No	No	No	No
Benefits-Health Insurance/Voluntary Benefits	Possibly, depending on compensated hours per week	Possibly, depending on compensated hours per week	Possibly, depending on compensated hours per week	Possibly, depending on compensated hours per week
Benefits-Retirement (DRS)	No	Possibly, depending on compensated hours per month and year	Possibly, depending on compensated hours per month and year	Possibly, depending on compensated hours per month and year
Benefits-Deferred Compensation	Yes	Yes	Yes	Yes
Termination at end of term	Yes	No	No	No
Break in services before rehire (2 full pay periods)	Yes - unless hired into regular budgeted 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 not tied to a season - elections, taxes.
3. Department Head/Elected Official discretion to hire previous regular budgeted County employees returning to the same classification as extra help at any step up to the step they achieved prior to termination, provided the employee's termination was within the last 6 months.
4. Extra Help A11 (County Worker) will be hired at Step 3.
5. Compensation will be tied to the Pay Plan that corresponds to the equivalent regular budgeted positions within the Department.
6. Appointed Position – Positions identified on the Other Appointed Pay Plan.