



### **3.04 TEMPORARY APPOINTMENTS**

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**City Charter  
Section 4-302(1)  
Provision Regarding  
Temporary Employees**

Temporary appointments may be used for meeting emergency, non-recurring, and short-term workloads needs of the City. However, such appointments do not carry “status” in the classification and are outside the civil service process, and shall not be used to defeat the open and competitive procedures established by the Director.

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**Conditions For Temporary  
Appointments**

Temporary appointments are allowed under certain conditions:

1. In the absence of and pending the preparation of an appropriate eligible register; or
  2. In emergencies to prevent delay or injury to the public; or
  3. To meet a non-recurring or short-term workload need; and
  4. Temporary appointments shall not exceed one (1) year in duration, unless extended by the Director of Human Resources.
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**Layoff List and Temporary  
Appointments**

No temporary appointments shall be made to a position in the classified service while names of available persons are on the layoff list for the class to which the position is allocated, provided the laid off employees are qualified and have expressed an interest in the position. For non-represented employees on the lay off list this restriction on temporary appointments only applies if the position is also in the bureau from which the employee was laid off.

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**Process For Approval of  
Temporary Appointments**

When filling a full-time budgeted position in the classified service with a temporary appointment which is to exceed thirty (30) days, the appointing authority must file a request with the Director of Human Resources, or designee, prior to appointment .

Personnel action notices (PAN) for temporary appointments must have the Director of Human Resources’ approval attached. No temporary employee may start work without approval. In order to be eligible for rehire as a temporary employee, a former City employee must have left City employment in good standing, meaning the employee provided adequate notice they were leaving City employment and did not resign in lieu of discharge or discipline .

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**Notice of Temporary  
Appointment**

The appointing authority shall provide written notice to the employee at the time of appointment. The notice shall include conditions of appointment, duration of appointment, and notification that the appointment may end at any time at the discretion of the appointing authority.

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**Temporary Employees  
Serve At Will**

Temporary employees serve at will and shall not accrue status in the class to which they have been appointed and shall have no appeal rights upon demotion, suspension or termination from the class. Full time temporary employees in budgeted or Limited Term positions receive vacation, sick leave and health benefits. Full-time temporary employees are also eligible for holiday pay, providing they were appointed more than two weeks prior to the holiday. Part time temporary employees are not eligible for vacation, sick leave, health benefits or holiday pay. A temporary appointment to a non-budgeted position is considered a seasonal appointment. [See Administrative Rule on Types of Appointments](#). All temporary employees may be eligible for retirement benefits after six months in accordance with the PERS guidelines.

Temporary employees are not eligible for reemployment under the Administrative Rule on Reinstatement or Layoff & Recall and have no bumping rights.

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**Temporary Appointment of  
Permanent Employees**

A permanent employee who is appointed temporarily to another position will revert to their former classification upon the completion of the temporary appointment. During the temporary appointment, the employee's compensation/benefits and accrual rates will be at the level of the temporary classification.

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**Bureau Responsibility to  
Monitor Temporary Term**

It is the appointing Bureau's responsibility to ensure that temporary employees do not work more than the one year allowed under this Administrative Rule. After the one year limit is exhausted, the employee must be terminated or proceed through a recruitment process for limited duration or permanent appointment. Hiring authorities may not make multiple subsequent temporary appointments to the same position. With showing of good cause and at the discretion of the Director of Human Resources, a temporary appointment may be extended beyond one year.

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**Credit for Temporary  
Service Upon Permanent  
Appointment**

If an employee in a temporary appointment is subsequently permanently appointed to the classification, credit may be given for all accumulated temporary service in that classification in the previous five (5) years for the purpose of determining salary range and anniversary date. A pay adjustment may be made to the appropriate service step of the pay range for that classification.

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**Compensation for  
Temporary Appointments**

[See Administrative Rule on Compensation.](#)

The use of accumulated service credits from several short periods of temporary appointments to a classification shall not be considered in determining salary range until the employee receives a permanent appointment.

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**Director to Report Use of  
Temporary Employment**

Utilizing the employee tracking system, the Bureau of Human Resources will report temporary appointments to budgeted positions to Council each fiscal year.

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**Interns and Work-Study  
Students**

For purposes of this administrative rule, Interns and Work-Study employees do not have to be preapproved by the Director of Human Resources.

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**Administrative Rule  
History**

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Adopted by Council March 6, 2002, Ordinance No. 176302  
Effective April 5, 2002  
Revised July 1, 2004  
Revised July 9, 2007

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