

CIVIL SERVICE COMMISSION RULE 9

TEMPORARY EMPLOYMENT AND ASSIGNMENT

9.01 Purpose

The purpose of Rule 9 is to allow City departments the flexibility to temporarily employ persons or to temporarily assign employees to different job classifications within the merit principles. (CSC 2/24/09)

The Human Resources Department has the authority to audit temporary employment or temporary assignments, and to direct the department to terminate such temporary employment or temporary assignments. (CSC 8/8/96) (CSC 2/24/09)

9.02 Temporary Employment (Uncertified) (CSC 8/8/96)

The guidelines for temporary employment are listed below:

- A. The Department may employ, on a temporary basis, non-city employees for periods up to six calendar months, when either of the following conditions exist: (CSC 6/25/92)
 - 1. The vacancy is pending appointment from a list of eligible candidates. (CSC 3/14/02)
 - 2. The vacancy is of a temporary nature.
- B. Extensions beyond six months may occur under the following conditions:
 - 1. Replaces an employee on a leave of absence, or,
 - 2. The position must first be classified and a list established, or, (CSC 12/15/15)
 - 3. Additional time is needed to complete the permanent position hiring process, or (CSC 12/15/15)
 - 4. The employment is intermittent or on-call and requires less than one thousand forty hours each year, or, (CSC 3/14/02) (CSC 12/15/15)
 - 5. The employment is funded by a grant or other independent funding or fixed duration. (CSC 12/15/15)
- C. It is the hiring department's responsibility to inform persons hired on a temporary employment status that such employment confers no permanent rights or status. (CSC 12/15/15)

9.03 **Detail** (CSC 8/8/96) (CSC 12/15/15)

The guidelines to detail a City employee are listed below:

- A. City departments may detail City employees on a temporary basis for up to six months if one of the following conditions exist: (CSC 12/15/15)
 - 1. To replace an employee on a leave of absence. (CSC 12/15/15)
 - 2. There is a vacancy pending classification or appointment from a list of eligible candidates. (CSC 3/14/02) (CSC 12/15/15)
 - 3. The vacancy is of a temporary nature.
- B. Extensions beyond six months may occur under the following conditions: (CSC 12/15/15)
 - 1. Replaces an employee on a leave of absence, or,
 - 2. Vacancy is of a temporary nature.
- C. An assignment to a detailed position does not confer any permanent change in status for the detailed employee. (CSC 12/15/15)