



City of Marysville
Extra Help Policy
Effective 11-03-2020

PURPOSE:

To establish a one document policy for the recruitment, selection and employment of Extra-help employees including seasonal and/or recurring appointments.

TITLE AND DEFINITION

The term Extra-help employee shall mean and include all employees whose employment is not permanent and whose rate of pay is fixed on an hourly basis and paid only for actual hours worked. This employment may be regularly recurrent in certain offices or departments because of the particular duties and functions to be discharged which occur periodically each year or that the workload in a department periodically is too great a volume to be handled expeditiously by the regular employees within the department. This employment shall not exceed more than 960 hours per fiscal year without written approval from the City Manager. In cases where extraordinary circumstances occur.

Extra-help employees are retained for temporary, emergency or seasonal help. They are not regular City of Marysville employees and do not receive City of Marysville benefits except in accordance with State and Federal law such as FMLA (if eligibility requirements are satisfied) and Paid Sick Leave (AB1522). Extra-help employees, like probationary employees, may be terminated from City of Marysville employment at any time without notice or stated cause.

1. APPOINTMENT

Applicants for Extra-help positions shall not be appointed by a department unless an authorization is documented with Human Resources, a completed application/resume from the employee has been received by Human Resources and all City of Marysville pre-employment and post-offer requirements are completed.

2. RECRUITMENT

With the exception of special recruitment provisions provided in this policy, the regular recruitment and selection procedures will be adhered to in filling Extra-help positions. Departments will be required to use existing qualified applications. New qualified applications will be collected whenever it is necessary as determined by Human Resources.

- A. Waiver: When time is a factor and no eligible list exists, Human Resources can approve waiver of the regular recruitment and selection process and limit the recruitment to advertising and checking the minimum qualifications shown on the application. The department where the vacancy exists must report in writing an emergency such as work stoppage or cessation of service to the public for the regular recruitment and selection process to be waived.
- B. Criminal History Check: Extra-help employees accepting an offer of employment are required to be reviewed for their criminal history information via live scanned.

- C. Extra-help employees accepting an offer of employment from the City of Marysville must meet all physical requirements for the position and successfully complete a physical and/or psychological examination as required in the position's qualifications.
- D. All candidates accepting an Extra-help position must sign the City of Marysville Extra-Help Employment Acknowledgment prior to the first day of employment.

3. WORKING HOURS, WORK WEEK, AND OVERTIME

Extra-help employees are not considered full-time or permanent employees. They are paid on an hourly basis for actual hours worked and shall not exceed more than 960 hours per fiscal year without written approval from the City Manager, or designee. In cases where extraordinary circumstances occur.

Extra-help employees will be paid overtime only for actual time worked beyond 40 hours in a work week.

Extra-help employees are not entitled to take time off with pay for the purpose of application for appointment to City of Marysville positions or for taking qualifying and/or promotional examinations and/or appearing for interviews conducted for regular appointment or promotional opportunities within City of Marysville employment.

4. RETIREE EXTRA-HELP EMPLOYMENT

Retired employees may be re-employed in a position requiring special skills or knowledge, as determined by Human Resources, for a period not to exceed 120 working days or 960 hours, whichever is greater, in any one fiscal year.

Retired Extra-help employees do not participate in the City of Marysville Retirement system. Deductions for retirement contributions are not taken from their pay.

Retired employees are excluded under the '37 Act jurisdiction from being covered under the Paid Sick Leave Law (AB1522) and they are not allowed to receive paid sick days.

5. EXTRA-HELP SALARIES

The rate of pay for extra-help employees shall be determined via a contract with the employee and the City Manager.

Extra-help employees shall receive special pays and differentials only if specified in the Salary and Position Allocation Resolutions.

6. BENEFITS

- A. Paid Time Benefits - Extra-help employees are not entitled to paid bereavement, vacation, or holidays.
- B. Health Plans and Life Insurance - Extra-help employees are not entitled to City of Marysville-paid medical, dental, vision, life insurance employee assistance program (EAP) benefits and are not eligible to participate in the Deferred Compensation Plan.
- C. Jury Duty - Extra-help employees are not entitled to pay or reimbursement from the City of Marysville for Jury Duty.

- D. Workers' Compensation/Unemployment Insurance - The City of Marysville does provide benefits to those eligible under the pooled NCCSIF policy statues.
- E. The Human Resources Rules and Regulations, Section 2, H, 4, Family Medical Leave Act (FMLA) applies to all employees who work 1250 or more hours in any twelve-month period.
- F. Public Agency Retirement Services (PARS): The City of Marysville adopted the PARS Plan as an alternate plan to Social Security for their employees who otherwise are not eligible for participation in the City of Marysville Employee's Retirement Association 457 Plan.
- G. Extra help employees who, on or after July 1, 2015, work in California for 30 or more days within a year from the beginning of employment are entitled to paid sick leave. City of Marysville extra help employees may accrue paid sick leave after 30 days of employment and may request and use up to 3 days (24 hours) of accrued paid sick leave per year as of the 90th day of employment. Paid Sick Leave hours for extra help employees do not have cash value and cannot be carried over from year to year.
***Retired Extra-help employees are excluded from this section, please refer to Section 4 for clarification.**

Paid Sick Leave (AB1522) requires that covered paid sick leave be provided for the following three (3) purposes:

- a. Diagnosis, care, or treatment of an existing health condition, or preventive care for an employee.
- b. Diagnosis, care, or treatment of an existing health condition or preventive care for an employee's family member (includes parent, child, spouse, registered partner, parent-in-law, sibling, grandchild or grandparent).
- c. For an employee who is a victim of domestic violence, sexual assault, or stalking.