

SANTA CRUZ COUNTY: EXTRA-HELP EMPLOYMENT - GENERAL REPRESENTATION UNIT (SEIU)

“Extra-Help” (or “temporary”) employees are used by the County for several purposes, including:

- (1) employment for short term projects; (2) employment on a seasonal basis to meet recurrent work peaks; and (3) employment on an as-needed basis to meet peak work-load, emergency or other unusual work situations.

The use of extra-help is meant to be limited. No extra-help employee may work for the County more than 999 hours in a fiscal year (i.e., July 1 through June 30). In addition to the general limit on hours per fiscal year, P.E.R.S. retirees cannot work more than 960 hours per fiscal year.

Because extra-help employment is of limited duration, only certain benefits and “rights” apply to extra-help employees. As an extra-help employee in a class within the General Representation Unit, you:

- are covered by Social Security, unless you are in a Safety position. You and the County both contribute to OASDI (shown as FICA on pay stub).
- receive pay for jury duty when you are scheduled to work on a day when required to serve as a juror. You must waive or remit to the County the fee for jury duty.
- may, with the prior approval of your department head, be granted two hours leave from work with pay to donate blood.
- accrue annual leave after completing 1040 extra help hours of service, which may be used for sick leave purposes on the 90th day of employment. If you are a P.E.R.S. retiree, you are not eligible for annual leave.
- do not receive pay for holidays (unless you work on a holiday).
- receive an extra help differential of \$2.00 an hour in addition to your regular pay for all hours worked. If you are a P.E.R.S. retiree, you are not eligible for differentials.
- receive overtime pay if you work more than the maximum hours in your overtime “work period.” (For example, an employee on a “40 hours work period” who worked 42 hours in a week would receive 2 hours of overtime at time and one-half.) Extra-help employees cannot earn “comp time” in lieu of overtime, but must be paid for time worked.
- are covered by Workers’ Compensation and Unemployment Insurance. You are not covered by any other insurance, such as medical or dental.
- serve at the will of your department head and are excluded from Civil Service, but are covered under an Extra-Help Memorandum of Understanding (MOU) between the County and the employee organization (SEIU). You cannot appeal such actions as dismissals. You may file grievances through the procedure described in the Extra-Help MOU. You may also file complaints concerning employment discrimination or discriminatory harassment, including sexual harassment, with the County’s Equal Employment Opportunity Officer (County Government Center, Room 510; Phone: 454-2600).
- are eligible to receive night shift differential pay if, as a regular work assignment, you work 8 consecutive hours or more which includes at least four hours of work between 6 p.m. and 8 a.m. You may be eligible for other differentials. If you are a P.E.R.S. retiree, you are not eligible for differentials.

There is a County Policy on Incompatible Activities and each department may adopt its own policy instead of the County Policy. If your department does not provide you with the County or department specific policy, please ask your supervisor for the policy that applies you.

Signature of Employee _____

Date _____