

SANTA CRUZ COUNTY
EXTRA-HELP EMPLOYMENT- UNREPRESENTED

- ☐ Executive Management
- ☐ Middle Management
- ☐ Physicians
- ☐ Law Enforcement

- ☐ Correctional Officers
- ☐ Deputy Probation Officers
- ☐ Government Attorneys
- ☐ DA Inspectors

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, you:

- serve at the will of your department head and are excluded from Civil Service. You cannot appeal such actions as dismissals. You may 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).
- 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. They 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.
- receive paid sick time at a rate of .0333/hour, accessible after 90 days of employment, unless you are a P.E.R.S. retiree.
- do not receive pay for holidays (unless you work on a holiday).
- 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. (Personnel Regulations Section 160 F.2)
- 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. (Personnel Regulations Section 164 B.5) P.E.R.S. retirees are not eligible for any differentials.
- 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).

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** _____