

Intermittent Employees

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PURPOSE

King County has bodies of work which call for the employment of persons for more than six months but less than twelve months each year on a continuous, on-going basis. The work is typically related to weather, the school year or funding conditions which change on a regular and predictable basis. In many cases, appointing authorities prefer that most of the same employees return each year. Agencies may hire "intermittent" career service employees to perform such bodies of work. This bulletin provides information and guidance on the employment and administration of intermittent employees.

This bulletin replaces and supersedes 06-PSP "Intermittent Employees" (July 7, 2006).

PROCEDURES

King County Code Section 3.12.010(EEE)(5) provides "Seasonal" Term-Limited Temporary (TLT) employees as follows:

. . . positions with work for more than six consecutive months, half-time or more, with total hours of at least nine hundred ten in a calendar year in a work unit which a thirty-five hour week is standard or at least one thousand forty hours in a calendar year in a work unit in which a forty hour work week is standard, that due to the nature of the work have unpredictable periods of inactivity exceeding one month.

Seasonal TLT's are appropriate only when the employment is for a defined project or function which will exist for at least six months but no more than three years (seasons). Seasonal bodies of work that are expected to last for more than six months but less than twelve months for more than three years (seasons) are filled by intermittent career service employees.

Intermittent employees are career service employees. Such positions are typically budgeted as the fractional full time equivalents (FTE) for the number of months such employment represents for the season. For example, employment of nine months each calendar year would be a 0.75 FTE. Appointment letters provided to such employees must clearly state the intermittent nature of the position and the planned season-end separation date from employment.

At the conclusion of the employment period each year, career service intermittent employees are laid off in accordance with procedures set forth in the Personnel Guidelines or the applicable collective bargaining agreement. Career service intermittent employees are eligible for Career Support Services Section layoff and recall services.

When career service intermittent employees are laid off, all of their vacation accruals are cashed out in their final paycheck up to the allowable limits consistent with the Personnel Guidelines. As with all career service employees, intermittent employees do not receive sick leave cash out, unless they are eligible for retirement and retire under a bona fide retirement system. Intermittent employees are required to return all county equipment, materials and identification for the period of their unemployment, including their identification/ Flex-pass. Career service intermittent employees continue to receive county health coverage through their last day of the

final month of active employment and, if eligible, may continue health coverage under COBRA benefits.

If recalled within two years, intermittent employees shall have all previously accrued but unused sick leave restored and shall have their vacation accrual rate restored. The service dates will be adjusted accordingly.

Upon initial hire, career service intermittent employees must serve a probationary period of no less than six months. If recalled to work as a career service intermittent employees for the next seasonal (annual) body of work, no new probationary period need be served.

In order to be eligible for a performance appraisal merit award system step increase, an intermittent employee must have completed a probationary period no later than September 30th the initial year of hire. Human resources staff in each department must work with supervisors and managers to ensure that annual performance appraisal forms are completed in order to qualify intermittent career service employees for merit awards. If intermittent employees qualify for merit awards, the awards are effective in January or the first month following January after the intermittent employee's recall.

In the event that any provision of this Human Resources Bulletin conflicts with an applicable provision of a collective bargaining agreement or binding past practices thereunder, the latter shall prevail.

The effect of the provisions of this HR Bulletin confers no new privilege, right of appeal, right of position, transfer, demotion, nor promotion for any King County employee. This HR Bulletin does not constitute an express or implied contract. It provides general guidance that cannot form the basis of a private right of action.

QUESTIONS/COMMENTS

Refer all questions or comments via e-mail to the Human Resources Division Operations.