

## **Temporary, Emergency and Other Selections**

**Policy Number: 390**

The following types of selections, when not offered to the public and/or when otherwise exempt from the provisions of the Veterans Preference Act, and because of need, expediency, project funding source requirements and/or their sensitive, policy making relationship to Cottonwood County, do not have to follow the procedures set forth in Policy Numbers 311, 330, 375, 383 and 393. However, when at all feasible, it is strongly encouraged that departments follow the recruitment and selection procedures outlined in those sections.

### **Temporary Selections**

When not practical to fill a position on a regular basis, temporary employees may be used. Individuals to fill such temporary positions shall be selected by the affected Department Head in cooperation with Human Resources. Within a twelve-month period, total temporary work time with Cottonwood County cannot exceed 1,044 working hours. The period of temporary employment shall not be counted, as part of an employee's probationary period should the individual later be selected to a regular position. Seasonal employees are considered temporary employees for purposes of this paragraph. In all such cases, the anticipated length of employment shall be conveyed to the temporary employee in writing, along with a statement that the individual shall not have any expectation of continued employment past that date, but that the County also reserves the right to terminate the temporary appointment at an earlier date. Temporary employees shall have no right to preference in hiring, transfer or promotion and shall not be considered a regular full-time, regular part-time or part-time employee for the purposes of benefits or any other rights or privileges under this policy.

### **Emergency Selection**

An emergency hiring should not exceed a period of 45 working days with extensions in valid circumstances, as approved by the County Board, to 67 working days and must be made only under conditions necessitating immediate action to provide for carrying out work in Cottonwood County's interest. Such a hiring should be reported to the County Board the day it is made. The period of emergency employment shall not be counted, as part of an employee's probationary period should the individual later be selected to a regular position. In all such cases, the anticipated length of the emergency appointment shall be conveyed to the employee in writing, along with a statement that the individual shall not have any expectation of continued employment past that date, but that the County also reserves the right to terminate the emergency appointment at an earlier date. Emergency employees shall have no right to preference in hiring, transfer or promotion and shall not be considered a regular full-time, regular part-time or part-time employee for the purposes of benefits or any other rights or privileges under this policy.

### **Trainees**

Trainees or similar selections shall be subject to an agreement entered into between the County, the funding source or educational institution and the individual trainee. This agreement prepared by the affected Department Head in cooperation with Human Resources, shall indicate all the terms of employment consistent with County practices. The period of trainee employment shall not be counted, as part of an employee's probationary period should the individual later be selected to a regular position. Trainees shall have no right to preference in hiring, transfer or promotion and shall not be considered a regular full-time, regular part-time or part-time employee for the purposes of benefits or any other rights or privileges under this policy.