

COUNTY OF IMPERIAL BOARD OF SUPERVISORS POLICY



Subject: Extra Help-Pilot Program

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BACKGROUND:

County Ordinance 3.08.140 excludes extra-help employees from applying for inter/intra departmental promotional opportunities. This program is intended to supersede this exclusion effective upon Board approval through February 28, 2022.

Furthermore, this program is not intended to grant additional rights or benefits to extra-help employees not otherwise specified by County Ordinances. Additionally, employees that are hired for a regular full time position via this program will not have the right to bump back to their previous extra-help position should they fail probation.

PURPOSE:

This pilot program is structured to ensure that all regular full time positions are filled through a competitive process and be as efficient as possible. The competitive process means a formal recruitment, which, as per County Ordinance, includes a 14-day recruitment period that is widely circulated to ensure that the public has an opportunity to apply.

ELIGIBILITY:

Only those extra-help employees certified by Human Resources will be eligible to apply for inter/intra departmental recruitments. To become certified, the extra-help employee must meet one of the following criteria:

1. Have worked for the County for one (1) consecutive year at the time the recruitment is officially opened; or
2. Have been hired from a formal recruitment as defined above.

DEPARTMENTAL OPTIONS:

To meet the various needs of departments, the following options are made available:

1. Departments may continue to hire extra-help applicants via a referral process without a formal recruitment. However, once hired, these extra-help employees will not be certified for inter/intra promotional opportunities until they have worked for the County for one (1) consecutive year.
2. Departments may hire an extra-help employee by selecting from another department's formal recruitment process by selecting from the top five (5) without having to conduct their own recruitment. Extra-help employees hired under this option will be eligible to apply for inter/intra promotional opportunities immediately upon hire.

As an example, Department A recruited for a regular full-time Office Assistant III and selected the top candidate. Department B is seeking an extra-help employee to perform similar clerical duties. Department B can contact the remaining four applicants that were not selected for the regular full time recruitment and offer them an extra-help position.

3. Departments may elect to conduct their own formal recruitment for their extra-help position. The formal recruitment must comply with all current requirements including, a 14-day recruitment period and be widely circulated to ensure the public has an opportunity to apply. Extra-help employees hired under this option will be eligible to apply for inter/intra departmental promotional opportunities upon hire.

