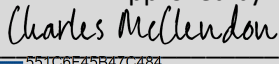


<b>CITY OF CATHEDRAL CITY</b>			<b>HR-AP 09</b>
<b>ADMINISTRATIVE POLICY</b>			
<small>DocuSigned by:</small>  <small>551C6F45B47C484...</small> Charles McClendon, City Manager	Distributed by	Original Date	Revised
	Human Resources	October 13, 2020	

**SUBJECT:**

LIMITED TERM EMPLOYMENT

**PURPOSE:**

Limited term employees are typically brought on to work on special projects or assignments, help the department address a significant spike in workload, or backfill for a regular employee who is on leave or working out of class.

Limited term employment offers individuals the opportunity to experience and learn about the City without making a long-term commitment to the organization. At the end of the term, an employee may choose to either apply for a regular City position or explore the external job market.

**GENERAL POLICY:**

The following terms and conditions of employment will apply:

1. Positions will be a Limited term, not to exceed 6240 hours. The limited term is not a guarantee of employment for any specified period of time, but instead sets a maximum period of employment in the position.
2. Salary will consist of the following:
  - a) Hourly wage, at the same rate of pay as Regular Employees who are in the same classification.

3. **Employment:**

Employment At-Will - All limited term employees are at-will employees, and their assignments can be terminated any time, with or without cause. Limited term employees do not have a formal probationary period.

The phrase "limited-term" refers to a maximum length of employment with the City and is not a guarantee of employment.

4. Recruitment:

Limited term employee recruitments are not bound by the standard Recruitment Process, so limited term employees can be selected for a position in any of the following ways:

- Participation in a standard recruitment process and selection from the eligibility list
- Selection from an already active eligibility list
- Special appointment

For limited term employees who went through a standard Recruitment for a job classification and were placed on to the eligibility list, they may be selected by a department to interview for a regular permanent position for that same job classification without going through another recruitment process.

5. End of Assignment

Limited term employment shall not last longer than 6,240 hours. If a limited term employee has completed 6,240 hours of service, they may seek out regular City employment opportunities or opportunities outside of the organization.

6. Standard Work Time

All limited term employees occupying full-time positions are expected to work 40 hours per week unless otherwise specified by their supervisor. Limited term employees may be required to work shift work to include weekends and holidays.

7. Overtime

Limited term employees will be paid overtime at the rate of 1.5 times their base salary if required under the Fair Labor Standards Act (FLSA).

8. Benefits

- Medical - Eligible for medical, dental, and vision – same as regular employees.
- Retirement - CalPERS
- Sick Leave - 24-hours of paid sick leave, after 90-days of work.