

## Attachment D

### OLD

#### B.5.7 Appointment of Limited Term and Loan Assigned Employees

##### a) Limited Term Employees

A ~~D~~epartment ~~h~~Head may fill an allocated position in his ~~or~~/ her ~~d~~Department with a limited term employee for up to one (1) year. An appointment to a limited-term position shall be made on the basis of ~~merit and ability~~ qualifications with the required approval from the Human Resources Director and/or Designee. Department Heads ~~Each appointing authority shall~~ may appoint an individual ~~all necessary employees allowed for his or her department only~~ from among persons a certified ~~to him by Central Human Resources as~~ eligible list approved by the Human Resources Director and/or designee for the respective positions. The ~~Central~~ Human Resources Department and/or designee shall determine the methods of evaluating the qualifications of applicants. The methods shall ~~be practical in nature and may~~ involve any combination of written test, oral test, performance test, rating of education, training and experience, and shall take into consideration ~~a system of~~ Veteran's Preference as ~~may be~~ adopted by the Board of Supervisors, ~~by resolution. Administration of Limited Term Employees shall be in accordance with the Administrative Guidelines established by the County Administrative Office and/or Human Resources Director.~~

In anticipation of a vacated position in a department, a Department Head may, not more than 30 days in advance of a position being ~~temporarily~~ vacated, hire a limited term employee, as provided by these rules, to fill an allocated position.

Each limited term employee shall be a non-permanent, at will employee who shall be provided with health, retirement, and paid leave benefits.

Any employee occupying a "limited" position is at-will. No seniority rights, layoff rights or other employment rights are accrued by persons occupying limited term positions. ~~Limited term employees have not right to any other position within the County. No time served in a position as a Limited Term shall be counted towards the probationary period for the classification.~~

### New

#### B.5.7 Appointment of Limited Term and Loan Assigned Employees

##### a) Limited Term Employees

A Department Head may fill an allocated position in his or her department with a limited term employee for up to one (1) year. An appointment to a limited-term position shall be made on the basis of qualifications with the required approval from the Human Resources Director and/or Designee. Department Heads may appoint an individual from a certified eligible list approved by the Human

Resources Director and/or designee. The Human Resources Department and/or designee shall determine the methods of evaluating the qualifications of applicants. The methods shall involve any combination of written test, oral test, performance test, rating of education, training and experience, and shall take into consideration Veteran's Preference as adopted by the Board of Supervisors. Administration of Limited Term Employees shall be in accordance with the Administrative Guidelines established by the County Administrative Office and/or Human Resources Director.

In anticipation of a vacated position in a department, a Department Head may, not more than 30 days in advance of a position being vacated, hire a limited term employee, as provided by these rules, to fill an allocated position.

Each limited term employee shall be a non-permanent, at will employee who shall be provided with health, retirement, and paid leave benefits. Any employee occupying a "limited" position is at-will. No seniority rights, layoff rights or other employment rights are accrued by persons occupying limited term positions. No time served in a position as a Limited Term shall be counted towards the probationary period for the classification.