
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 313
EFFECTIVE DATE: 09/16/08
REVISED: 08/04/15
10/17/17
07/07/20
AUTHORITY: BOC
COUNTY MANAGER: AO

SUBJECT: CASUAL (INTERMITTENT PART-TIME) EMPLOYMENT

I. Purpose:

Because some of the employer's work is indefinite and/or irregular with regard to schedule and duration, the employer may need to employ casual workers at all levels of responsibility from time to time on an as-needed basis or to work for limited periods of time at the discretion of the employer.

II. Policy:

2.1 Authorization to Hire Casual Workers

In general, a casual worker may be hired for work which will require fewer than an annual average of 20 hours per week or fewer than 120 consecutive working days to complete, if the employer has appropriated sufficient funds in the budget to pay the worker. Work requiring more hours to complete will usually require the establishment of a regular position. The employer will not hire casual workers to avoid establishing a regular position when the work to be performed is ongoing. However, the employer may, from time to time, find that its best interests are served by assigning work to a casual worker for longer than 120 days or more than 20 hours per week.

2.2 Duration of Casual Employment

A casual worker has no right to or expectation of continued employment, or any property right regarding employment. A casual worker may be terminated at any time, with or without cause, with or without notice, and shall have no right to appeal except when the action is alleged to have violated the employer's policies regarding fair employment practices and/or prevention of illegal harassment, in which case the casual employee is expected to comply with policy 201 and/or 203.

2.3 Employment into a Regular Position

The employer may hire a casual worker into a regular position only after the candidate has been found to be qualified as a result of completing an authorized recruitment and selection process for that position.

Promotions into vacancies which are posted internally only are limited to existing casual employees, not including reserves or volunteers, with at least 12 months of service in the county. Any qualified employee may apply for a position posted externally.

The employee's anniversary date will be determined according to the date of hire in the regular part-time or regular full-time position. No credit will be given toward completion of a required probation period or toward the accrual of benefits for the time that the individual served as a casual employee.

2.4 Rate of Pay

The rate of pay for casual employees will be administered in accordance with Policy 504.

III. RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.