

**COUNTY OF SAN DIEGO
ADMINISTRATIVE MANUAL**

SUBJECT: CERTIFIED TEMPORARY APPOINTMENTS
(COMMISSION RATIFICATION)

ITEM
NUMBER **0080-04-06**

DATE: JUNE 27, 2011

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Purpose

To explain the policy and procedure for extending certified temporary appointments.

Background

Rule 4.2.6 states in part A... certified temporary appointments shall be made only to temporary positions and to perform work which is temporary, seasonal or extra help in nature... ". The Rule also states the conditions for extending certified temporary appointments beyond six months, up to one year.

Policy

1. Rule 4.2.6 states the conditions for extending certified temporary appointments as follows:
 - A. The Director may authorize a certified temporary appointment for a specific and definite period of time, not to exceed six months, and may authorize extension(s), for just cause, for up to an additional six months.
 - B. Extensions that have been authorized by the Director, beyond six months from the original appointment date, shall be transmitted within fourteen (14) days to the Civil Service Commission for ratification.
 - C. The Civil Service Commission may oppose ratification by directing the appointing authority to terminate the certified temporary appointment effective on the last day of the pay period of the Commission's action.
 - D. In no event shall a person serve in the same or any combination of temporary appointments for more than twelve (12) months.
 - E. An appointing authority may terminate such an appointment earlier within an authorized period of time.
 - F. An employee so appointed shall not accrue a right to continued or subsequent appointment beyond the termination date.
2. Other conditions for extending certified temporary appointments are as follows:
 - A. Under Rule 4.2.6 an appointing authority can request more than one extension from the Director and the Commission. For example, if an appointing authority is granted a three month extension of a six month temporary appointment, he/she can return to the Director and Commission for another three month extension unless such a request was previously denied by the Director or Commission. Procedures for original and additional extensions are the same.

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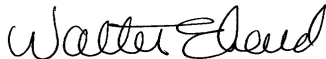
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- B. An appointing authority may request the extension of more than one temporary appointment on one form, providing that all circumstances are identical for all appointments.
 - C. An appointing authority must submit his/her request for extension of a temporary appointment to the Director no later than 25 days prior to expiration.
3. Rules 4.2.6. and 4.2.7 do not provide for the extension of provisional temporary appointments beyond six months. However, under limited conditions, an employee's employment status may change from provisional temporary to certified temporary. This could result in temporary employment beyond six months, but not for more than one year. DHR and/or County Counsel should be contacted for advice prior to changing an employment status from provisional temporary to certified temporary.

Approved:



Walter F. Ekard
Chief Administrative Officer

Responsible Department:
Civil Service Commission (Approved 06/01/2011)

Concurring Department:
Department of Human Resources