



COUNTY OF EL DORADO, CALIFORNIA
Department of Human Resources

Subject: EXTRA HELP ADDITIONAL HOURS AUTHORIZATION POLICY	Policy Number: HR-02	Page Number: 1 of 4
	Date Established: 10/23/2019	Effective Date: 10/23/2019

I. WHEN TO REQUEST CHIEF ADMINISTRATIVE OFFICER APPROVAL

In consideration of the Affordable Care Act (ACA), extra help appointments shall not exceed an average of twenty-eight (28) hours per week in any given month without the prior authorization of the Chief Administrative Officer (CAO).

- 1) Upon initial hire of extra help to meet a temporary staffing need (e.g., existing vacancy, project, heavy workload, etc.) to maintain adequate coverage of work for a specified period of time.
 - a) For example, a regular full-time employee is off work as a result of a leave of absence for twelve (12) weeks. In order to provide services, the department has a temporary need for the duration of the regular employee's leave time.

In this scenario, an approval would be required in advance of the hire.

- 2) If it is expected that the hours of an extra help assignment may fluctuate given certain situations and could possibly exceed twenty-eight (28) hours per week.
 - a) For example, the extra help employee is initially hired to work sixteen (16) hours per week and then the department has an unanticipated vacancy or urgent business need. The department now has a need for an existing extra help employee to increase their hours above twenty-eight (28) hours per week at any given time over the next six (6) weeks.

In this scenario, it is recommended that an approval is requested for at least six (6) weeks even though the extra help employee's hours may fluctuate and may not reach over twenty-eight (28) hours during each week of the time period.

- 3) Staffing for work of a seasonal/recurring nature.
 - a) For example, during tax season, additional staff may be necessary to adequately provide services as a result in the influx of work associated with this annual period of time.

In this scenario, an approval would be required in advance of the hire. However, CAO approval will be required only one-time annually per person, as the duration of the seasonal work may vary as it is dependent upon environmental and other factors and is understood that this may cause fluctuation. **However, if the extra help employee works beyond the intended season, an additional approval will be required.**

- 4) If the department has the need to hire multiple extra help employees at one time, a notation can be made in the justification section of the Extra Help Additional Hours Authorization form indicating the number of positions required to fill the departments staffing requirements. Utilize this option to prevent submitting multiple requests.



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- a) For example, this may occur in departments that hire multiple extra help staff to provide services due to a seasonal need for which the customary annual employment is a period of (6) six months or less and the period starts each calendar year at approximately the same time of year (e.g., snow removal worker).

In all instances, if the extra help employee will work beyond the initially approved time-period, hour allotment, or is extended beyond the end of the designated season, an additional approval will be required.

II. PROCESS

- 1) The hiring manager or department representative shall complete the Extra Help Excess Hours Authorization form which is located on the Human Resources EDCNET site under Forms or by clicking the following link: [Extra Help Additional Hours Authorization](#)

The form may also be accessed by clicking on the following link or copying and pasting the link to an internet browser:

<https://docs.google.com/forms/d/e/1FAIpQLSfof7OTOHxkofDA30j7nngnrt3P7uviWDW4zpJJsHE6A66WA/viewform>

- a) Include justification and any relevant information in the comments field. Supplemental documentation can be attached if necessary.
- 2) The completed form will be forwarded to the CAO Analyst and the CAO for approval. If approved, the form will be sent to the Department of Human Resources Employee Benefits Division at employeebenefits@edcgov.us for recordkeeping purposes. An auto generated notification email will be sent to the individual requesting the authorization regarding the final approval outcome.
 - a) If the request is denied, the requestor will receive an email response indicating the request has been denied. In such case, the CAO Analyst will note the reason the request has been denied.

Monitoring Extra Help Hours

- 1) Departments shall monitor their extra help employee's work hours each pay period to ensure the average does not exceed the approved hours.
 - a) For example, if an approval for thirty-two (32) hours per week with a maximum of nine hundred sixty (960) hours has been approved and the assignment has been extended due to a valid business need, an additional approval would be required.
- 2) Departments shall work with the Department of Human Resources Employee Benefits Division to develop a tracking mechanism to properly monitor extra help work hours (Employee Benefits has



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access to a bi-weekly extra help hours report in Fenix and can provide that report upon request or an agreed upon frequency).

- a) The Employee Benefits Division will track extra help hours to determine if they meet benefit eligibility as determined by the regulations specified within the ACA.
- b) If an extra help employee becomes eligible for benefits, the Employee Benefits Division will notify the department to make them aware of this change and provide the appointing authority or designee with the associated employer benefit contributions to be charged to the department.
- c) The County utilizes a six (6) month lookback period to measure the hours worked by employees to determine benefit eligibility. If after six (6) months, an extra help employee averages thirty (30) hours or more per week or one hundred thirty (130) hours per month, health benefits will be offered to the employee.
 - i. Given the business need and with CAO approval, all extra help employees being hired and expected to work full-time for minimum of six (6) months, as noted on the authorization form will be offered benefits immediately.

Inactivity Termination

- 1) After a period of no activity, not to exceed twelve (12) weeks, an extra help employee must be terminated from employment.
 - a) Whenever possible, it is recommended that the extra help employee is terminated sooner than twelve (12) weeks.
- 2) The appointing authority or designee shall initiate a Personnel Action form and forward to Payroll.
 - a) This is necessary due to possible ACA implications. Not adhering to this directive could result in an extra help employee becoming eligible for employee benefits, or continuing an extra help employee who has met the eligibility criteria for employee benefits to remain on the County benefit plans even though they are no longer active. Departments can utilize the bi-weekly extra help hours report in Fenix to determine an employee's hours worked activity.

Rehire After a Break in Service

Pre-Employment Medical Exams

- 1) Some departments have employees that are hired for a short period of time to perform specialized work. However, these "seasonal" workers are often hired year after year. If their "break in service" is:



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- a) Less than one (1) year: The time between their last date employed and their rehire date, is less than one (1) year, they are not required to have a new pre-employment medical exam, with the exception of a drug screen test for positions identified as safety sensitive. Instead, HR will have the candidate complete a "Break-in-Service Questionnaire" where the candidate will answer questions about their state of health since the last time they had a pre-employment exam for the County position they are being rehired into. The "Break-in-Service Questionnaire" form is retained on the Human Resources intranet (EDCNET) site under "Forms" and saved as "Break-In-ServiceQuestionnaire".
 - i. If there is no change, then the candidate can be medically cleared based on just the questionnaire. If there have been changes, the candidate will need to be re-examined.
 - ii. All completed "Break-in-Service Questionnaire" forms must be forwarded to Human Resources for review prior to an official offer of employment.
- b) More than one (1) year: If the classification requires such, a new pre-employment exam is required.
- 2) Irrespective of the length of break in service, if a candidate is being hired into a different position than the one they were most recently employed, a new pre-employment medical exam may be required depending on the physical requirements of the classification. An HR Technician can help determine if a pre-employment exam is needed.

Background Checks

- 1) Consistent with Board of Supervisors Policy E-4, Pre-Employment Background Check, all extra help hires are required to have a background check prior to working for the County.
- 2) Additionally, when regular or extra help staff who have participated in the LiveScan background process separate from County employment, the County is required to notify the Department of Justice. In doing so, the County no longer has access to subsequent arrest information; therefore, individuals must receive an additional background check, preferably via the Live Scan process.

III. AUTHORITY

- A. Department of Human Resources
- B. Chief Administrative Officer

Issue Date:	10/23/2019	Revision Date:	N/A
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