

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

Topic: Temporary Employees Added to Self-Certification List	
Subject: Temporary Employees	Revised: August 2004
CSC Rule: 10.03(d)	Approval: _____
Location: P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\TEMPORARY EMPLOYEES\Temporary Employees Added to Self-Cert.doc	Date: _____
	Note: Original signed copy on file in Personnel Department.

All department requests to add temporary/extra help employees to regular, permanent certifications on the Self-Certification (EC) lists shall meet all of the following criteria:

A. Clerical Support and Service and Maintenance Components:

1. All requests must be in writing to the Personnel Director. Typically, this means the normal requisition with an accompanying note.
2. The temporary/extra help employee must have been hired on as temporary/extra help through the Self-Certification (EC) System in the same exact classification as the permanent requisition.
3. The temporary/extra help employee must have a current application on file in the EC System at the time the requisition is received by Personnel.
4. All candidates certified shall be interviewed for employment consideration as with a regular recruitment. The added names will be considered on an equal basis with no special preference given.