

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

Topic: Temporary Help Appointment/Fiscal Year	
Subject: Temporary Employees	Revised: August 2004
CSC Rule: 10.07(c)	Approval: _____
Location: P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\TEMPORARY EMPLOYEES\Temporary Help Appointment Fiscal Year.doc	Date: _____
	Note: Original signed copy on file in Personnel Department.

In accordance with Civil Service Commission Rule 10.07 and County Ordinance Code Section 2.40.080, Temporary Help Appointments are limited to 960 hours per fiscal year. In order to monitor this hourly limit, "fiscal year" has been interpreted to mean payroll fiscal year, which does not always coincide with the calendar date July 1st. For example, the end of this fiscal year for payroll purposes will be on June 18, the next fiscal year will begin June 19. This policy is designed to clarify the Commission's ongoing administrative practice for tracking temporary help hours.