

## Human Resources Branch Memorandum

SUBJECT: <b>Permanent Intermittent, Limited Term, and Seasonal Appointments</b>	NUMBER: <b>HRB 21-010</b>
	DATE ISSUED: <b>May 26, 2021</b>
DISTRIBUTION: <b>CDFW Managers and Supervisors</b>	EXPIRES: <b>Until Superseded</b>

Action Required

Informational Only

Control Agency Directive

### Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) Managers and Supervisors of the following types of appointments: Permanent Intermittent, Limited Term, and Seasonal Appointments.

Note: Supervisors are responsible for tracking all time worked by Permanent Intermittent, Limited Term, and Seasonal Appointments and ensuring staff do not work beyond their allotted time. Time restrictions for each of these appointments are found below.

### Authority

- California Department of Human Resources (CalHR)

### Permanent-Intermittent Appointments

Permanent intermittent (PI) employment is irregular or recurring, hourly employment. PI employees are used to supplement a department's full-time staff in handling peak workloads. Appropriate use - A PI appointment is appropriate when the varying nature of the work schedule makes it impractical to use a full-time appointment with a fixed number of hours each month.

### Consideration Factors:

- Ability to use a PI for any classification (i.e., Environmental Scientist, Fish and Wildlife Interpreter, etc.)
- PI employees may work of maximum of 1500 hours in a 12-month period **from January to December.**
- PI employees are appointed from a civil service employment list.
- PI employees serve a probationary period; gain permanent status after passing probation.
- PI employees can be placed in the temporary help blanket (905 position) if the appropriate funding is available.
- When calculating expenses for PI hires, the salary and benefits (i.e., health, dental, retirement, etc.) must be included.

If CDFW experiences a layoff situation, a PI has the same seniority rights as permanent full time employees, if they've worked at least two years and 1,920 hours.

NOTE: If the project no longer has funding available, the PI employee would not work but stay on the books. If funding resumes, the 'same' PI employee would be called back to work prior to hiring a new PI.

This process is not yet automated – please email all RPA requests to your [assigned C&P Analyst](#).

### **Limited-Term Appointments**

Limited term (LT) appointments may be authorized for up to two years and should be made when filling positions which are of limited duration or a project-type assignment that will be completed in less than two years. Appropriate use – if the project is for a longer, consistent period of time (full-time, 24 months or less); continued funding is uncertain (i.e., Prop 84); temporary vacancy caused by an employee on a leave of absence, etc. The standard duration for an LT appointment is one year, however, such appointments may be extended up to two years. In order for an LT position to be considered for an extension or to be made permanent, the initial job advertisement must have included language indicating that there is a possibility for the position to be extended or made permanent.

#### Consideration Factors:

- Ability to use a LT for any classification (i.e., Environmental Scientist, Fish and Wildlife Interpreter, etc.)
- LT employees are appointed from a civil service employment list.
- LT employees can work full-time for up to two years.
- LT assignments can be terminated at any time.
- Extensions beyond two years are not permissible.
- Permanent civil service status is not granted.
- When calculating expenses for LT hires, the salary and benefits (i.e., health, dental, retirement, etc.) must be included.

NOTE: Limited Term employees receive benefits if the appointment is 6 months or more. Time served under a LT appointment is not counted toward the probationary period of the classification but may count toward a merit salary increase (MSA).

This process is automated – please submit all RPAs for Limited Terms through [HRMS, Workflows->Request for Personnel Action](#). For assistance with this process, please see [Temp Help Limited Term Job Aid](#) and [Fill Vacancy Limited Term Job Aid](#).

### **Seasonal Appointments**

Seasonal employees assist professional staff in a variety of technical and routine scientific tasks related to Department of Fish and Wildlife activities. Seasonal employees perform basic tasks and are used to supplement a department's full-time staff.

#### Consideration Factors:

- The time a Seasonal employee may serve in a temporary appointment must not exceed 9 months in 12-consecutive months or 189 days of work. The days worked to be counted are every day worked, including partial days worked and paid absences. For counting the 12-consecutive months, the first pay period worked is the first month of the 12-consecutive month timeframe.
- Seasonal employees are not hired from a civil service employment list.
- Employment may be terminated earlier if services are no longer needed.
- Seasonal employees do not receive benefits (i.e., health, dental, retirement).

This process is automated – please submit all RPAs for Seasonal Appointments through [HRMS, Workflows->Request for Personnel Action](#). For assistance with this process, please see [Temp Help](#)

[Job Aid.](#)

### **Resources**

- [Automated RPA Process for Temp Help – Job Aid for Seasonal Appointments](#)
- [Automated RPA Process for Temp Help Limited Term – Job Aid](#)
- [Automated RPA Process for Fill Vacancy Limited Term – Job Aid](#)

### **Contact**

For all questions regarding health and benefits and hours worked for these types of appointments, please contact your [Personnel Specialist](#).

For all other questions, please contact your [C&P Analyst](#).