

**COUNTY OF ORANGE SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL**

Program/Area: Human Resources
Subject: Extra Help Positions Requests

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Approved: Signature on file

POLICY

An EH position is intended to be occupied for less than a year-round basis including, but not limited to, the following needs:

- to cover seasonal peak workloads,
- for extra emergency workloads of limited duration, or
- as necessary vacation relief, paid sick leave, vacancies and any other situation that arises causing a fluctuation in staff.

Ordinarily, a full-time EH position will not be authorized for a period exceeding six (6) months at a time; however, at the discretion of the Chief Human Resources Officer or designee, a full-time EH position may be authorized for a period longer than six (6) months, provided such period shall not exceed one (1) year.

An Extra Help employee can be a non-county outside applicant or a former county employee who has retired (known as Working Retiree) during the normal course of business and has decided to return to the county to work in a limited capacity. EH positions are for temporary/seasonal assistance and are NOT permanent positions.