



TEMPORARY POSITIONS

This document serves as a resource to help you develop and request temporary positions (STT/LTT/INTERN)

Link to Classification Services Request Form:

<https://app.smartsheet.com/b/form/2e474b3d6aab4a59b557f2ccaa3ac575>

SHORT TERM TEMPORARY POSITION (5 PR 015 a)

Reason: Short Term Temporary appointments may be established for one or more of the following reasons:

- Substitute for employees on leave.
- Meet temporary increases in work
- Meet unanticipated staff shortages
- To obtain short term services until a permanent appointment can be made.

Length of Appointment: May not exceed 20 calendar weeks, unless significant unforeseen circumstances arise.

Extensions: Any extension of a Short Term Temporary appointment must be approved by the Human Resources and Risk Management Director. The approval must be prior to the position expiration date (at least 2 weeks in advance if possible)

If we have an old temporary PCN, can we just use that?

Yes, if it's for the same job class (ie Admin Assist I). However, you must request a new Short Term Temp. position each time a position expires.

Work Schedule: Hours of work per week are flexible. You can designate the position full-time during the 20 calendar weeks if that is what the work requires. You may also set up a schedule that is variable (ie Monday-Wednesday 7:30am-11:30am; Thursday-Friday 7:30am-4:00pm).

Note: Unless you know the position will be working 40 hours per week in a STT position, the default position setup in Lawson (PA02 screen) for their work schedule is 37.5hrs. This doesn't limit your ability to work them up to 40. *Remember employees are due overtime after 40 hours worked in a week regardless of type of position.

Benefits: Short Term Temporary employees are not eligible for health or life insurance, leave or holiday pay and may be separated from employment with no notice and without cause.

Recruitment: Does not require public announcement (2 PR 010 a)

- 1) Department may choose to post a CBJ job announcement if desired or
- 2) Department may choose to recruit informally (ie word of mouth).

CBJ Announcements

(1) CBJ announcements must include: the title of the position, the department, the division, position status, type of appointment, the pay range or rate, minimum qualifications, typical duties, the dates applications will be accepted, and the place and manner of filing applications. The Human Resources and Risk Management Director may add any additional information believed advisable.

(2) All announcements must be posted for not less than five days, excluding Saturdays, Sundays and those holidays listed in these Rules.

Eligibility List Impact on Temporary Appointments:

(c) Where eligible lists exist for a classification, short term and long term temporary appointments must be made from such lists. Offers will be made to individuals on the list in descending order of eligibility. The acceptance or refusal by an applicant of a temporary appointment will not affect the applicant's standing on the eligible list. Where no eligible list exists, the Human Resources and Risk Management Director may authorize the temporary appointment of a qualified applicant.



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LONG TERM TEMPORARY POSITION (5 PR 015 b)

Reason: Long Term Temporary appointments may be established for one or more of the following reasons:

- To cover periods of military leave exceeding 20 calendar weeks in accordance with 11 PR 090. To provide for knowledge transfer where an incumbent of a permanent position would benefit from on-the-job training.
- To cover periods of vacancy where recruitment difficulties exist and the need for coverage exceeds 20 weeks.
- To perform work that is project based when the need for the position will not extend beyond the completion of the project.

Length of Appointment: Appointments may not exceed 50 calendar weeks unless authorized in advance (please request any extension at least two weeks in advance of the position expiration date) by the Human Resources and Risk Management Director.

If we have an old temporary PCN, can we just use that? You must request a new Long Term Temp. Position each time a position expires, even if the reason and PCN are the same.

Benefits: Long term temporary employees are eligible for health and life insurance, holiday pay and leave. Long term temporary employees may be separated from employment with no notice and without cause.

NOTE: Long Term Temporary incumbents must have a designated work schedule and will be required to submit leave for days they are not working.

Recruitment: Requires public announcement (2 PR 010 a).

(1) Announcements must be in writing and must include: the title of the position, the department, the division, position status, type of appointment, the pay range or rate, minimum qualifications, typical duties, the dates applications will be accepted, and the place and manner of filing applications. The Human Resources and Risk Management Director may add any additional information believed advisable.

(2) All announcements must be posted for not less than five days, excluding Saturdays, Sundays and those holidays listed in these Rules.

Eligibility List Impact on Temporary Appointments:

(c) Where eligible lists exist for a classification, short term and long term temporary appointments must be made from such lists. Offers will be made to individuals on the list in descending order of eligibility. The acceptance or refusal by an applicant of a temporary appointment will not affect the applicant's standing on the eligible list. Where no eligible list exists, the Human Resources and Risk Management Director may authorize the temporary appointment of a qualified applicant.



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CBJ INTERNSHIPS

INTERNSHIP (5 PR 015 d)

Reason: Internship temporary appointments are used to create positions within a department for the purpose of high school, college or vocational school training programs.

Type of Internship:

Paid: Pay assignment is based on the duties assigned, level of supervision received, and educational standing (high school, some college, graduate student etc).

Unpaid: Most internships will meet the standards set forth by the Department of Labor and must be designated as Paid. Please keep this in mind when budgeting and making a request to HR.

May receive a “per diem” (non-compensable wages) for costs of living in Juneau during the Internship (examples of items covered under per diem: bus passes for transportation, food etc).

As long as your payments do not exceed the maximum federal per diem rate, they are non-taxable; if per diem payments exceed federal limits, any excess will be taxed as ordinary income.

Lodging rate: FY 2020- will increase from \$94 to \$96 per day, which is the average adjustment.

Standard meal & incidental expenses: \$55 per day

Length of Appointment: Internship temporary appointments may not exceed 50 calendar weeks. Such positions must be established in accordance with 9 PR 015 (see below).

Benefits: Internship temporary employees are not eligible for health or life insurance, leave or holiday pay and may be separated from employment with no notice and without cause.

Recruitment: Does not require public announcement (2 PR 010 a).



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9 PR 015. Intern and Apprenticeship Programs.

The Intern must meet the following criteria and provide documentation to HR:

- Internship must have definable educational goals consistent with the type of work performed.
- Interns or apprentices will be appointed under the conditions of 5 PR 015 (d).
- In order to be eligible for an intern or apprenticeship program, a student must be able to demonstrate proof of enrollment at an accredited secondary institution, at an accredited college or university at the undergraduate or graduate level, or at an accredited post-secondary vocational school.
- The student must be enrolled at least half time during his or her period of employment, or be receiving credit towards program completion if the program requires a full time work related placement. If the internship or apprenticeship is during a regularly scheduled school break, the student must be able to demonstrate enrollment for the previous school year, and enrollment for the upcoming school year.
- The intern or apprentice position must be related to the student's field of study.

Documentation Requested

(See Classification Services Request Form for more information. Once you choose the Temporary/Intern position from the pull-down list in the form, you will be asked to provide additional information such as:

- Type of Internship Requested (paid/unpaid)
 - If paid from a grant or some other unique funding source, please note and include the amount and PAC.
- Training Objectives summary- What will they be learning.
- The knowledge, skills, and/or abilities expected to be gained/expanded upon.
- How it will meet the student's educational goals.
- Anticipated temporary dates (ie March 15, 2020- May 2, 2020)
- Anticipated hours or work per week or sample of variable schedule
- Supervisor assigned
- How it will be funded- Provide PAC (account number) for position setup
- Authorization email from Department Director OR email with above information can come directly from the Department Director