

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Personnel	<b>Policy #</b> 92-1
<b>Title:</b>	Hiring Freeze Policy of District Employees	

## PURPOSE

### Initial Appointment:

The General Manager may initially fill a budgeted position after the Board of Directors has authorized the position. Refer to the RMCSD Personnel Manual, Section 3.00 relating to Hiring Policy and Filling Vacancies, Job Announcements, Applications and Qualifications.

### Filling a Vacancy:

The General Manager may **not** direct the filling of an authorized position that has been vacated unless authorization has been received from the Board of Directors. For operation positions, the General Manager may direct that the position be filled with a temporary worker until the Board of Directors has authorized the filling of the vacancy.

A request must be submitted to the Personnel Committee for the filling of a vacated authorized position along with the proper justification for the approval of the request. The Personnel Committee will review and evaluate requests to authorize a position or fill a vacated authorized position from staff and will then submit their recommendation to the Board of Directors for action.

### Temporary Positions:

- 1) **Authorization of a Temporary Position:** shall be for a period not to exceed six months (1,040 hours). Once a position has been authorized and is still under the initial six month period, if there is a vacancy, the position may be filled for the remainder of the term of the initial six (6) month authorization.
- 2) **After Termination of the Six (6) Month Authorization Period:** then further Board action will be required prior to hiring or filling of further temporary positions. The Personnel Committee will review any requests for filling of temporary positions and will then present their recommendation to the Board of Directors.
- 3) **Job Sharing for Temporary Workers:** More than one employee may fill the position of temporary worker for the initial six (6) month (or 1,040 hour) period after the position has received Board approval as an authorized position. In no case should the combined time of the temporary workers exceed 1,040 hours, or six (6) months.
- 4) **Termination of Temporary Employees:** A temporary employee serves at the will or pleasure of the Board, and may be terminated at any time without cause or prior notice. A temporary employee does not have the rights described in Section VII (Disciplinary

Action and Dismissal) of the Personnel Manual. (Section 5.03 of RMCS D Personnel Manual).

**Termination of Hiring Freeze Policy:**

This policy shall remain in effect until terminated by official action of the Board of Directors at a duly noted and agendized meeting.

<b>Approved by CSD Board of Directors</b>	January 1992
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