



City and Borough of Sitka

100 Lincoln Street ▪ Sitka, Alaska 99835

Temporary Employment Description

Personnel Policy Definition:

“An employee hired as an interim replacement, or for temporary or seasonal work.”

“A temporary employee may be separated from the service, demoted or suspended with or without cause in the full discretion of the appointing authority. Temporary employees shall not receive or accrue any employment benefits, to include but not limited to annual leave, sick leave, and longevity pay. If employees hired on a temporary basis become permanent employees, they are entitled to sick leave and annual leave accruals retroactive to their last date of continuous hire. They shall not be entitled to any accruals for temporary employment which terminated prior to their last temporary appointment.”

Dear Employee

- The following are the three conditions in meeting the requirements necessary to justify temporary positions:
 1. Funds must be available and budgeted.
 2. A workload which requires assistance.
 3. Job performance of the temporary employee which is satisfactory or better.
- The term of temporary employment is governed by either a specific pre-determined period of time or an on-going “as needed” basis considering the above conditions are met.
- Employment which is “as needed” will be determined by the permanent employee responsible for the duties of the position, not the temporary employee.
- Temporary positions are not guaranteed a term of employment nor a regular schedule of hours. No temporary position will be for a term greater than one year. All will terminate at the close of each fiscal year which is June 30. Availability of the temporary position would then be contingent upon funds being appropriated in the next fiscal year.
- The temporary employee should understand that the duties to be performed will be assigned by the immediate supervisor and that it is imperative the assignments are followed.
- While the hours scheduled will not be constant because the workload varies, every effort will be made to set a schedule at least one week in advance. Although a regular set schedule cannot be guaranteed, when possible, effort will be made to maintain flexibility in scheduling in order to accommodate personal schedules.

I have read the above and understand the conditions of Temporary Employment with the City and Borough of Sitka.

Signature		Date	
Print			