



Published on *County of Glenn* (<http://www.countyofglenn.net>)

[Home](#) > Public Service Employee

.9 Public Service Employee

- **.9.1 General**

A Public Service Employee is a non-allocated temporary, seasonal or intermittent at-will employee who is hired by a Department Head to perform work that is seasonal, temporary or intermittent, for which it is impractical to hire a regular employee. There are five levels of Public Service Employee:

Public Service Employee I is the equivalent of an entry-level position for which little or no training is required.

Public Service Employee II is the equivalent of a fully trained journey level position within the department.

Public Service Employee III is the equivalent of a fully trained professional level position within the department.

Public Service Employee IV is the equivalent of a fully trained managerial level position within the department.

Public Service Employee V is the classification reserved for a Poll Worker function.

Public Service Employee VI is the equivalent to a fully licensed professional position within the department, such as attorney, psychiatrist, civil engineer, etc. who is hired by the department with the agreement of the Personnel Director.

PSE's shall not be used instead of regular budgeted positions, nor shall they be used to circumvent the County's regular employee recruitment and classification system.

- **.9.2 Conditions of Employment**

1. PSE must only be utilized as temporary, seasonal or intermittent employees.
2. PSE?s are ?at-will? employees.
3. PSE service does not count as credit towards regular employment.
4. PSE positions do not accrue any benefits except as follows:
 - (a) PSE?s who are active members of CalPERS will be reported to CalPERS. The County shall pay the employers contribution; the employee shall pay the employee contribution through payroll deduction.
 - (b) PSE?s who exceed 990 hours employment in a fiscal year, or average more than 20 hours per week in any consecutive twelve-month period shall be enrolled in CalPERS. The County shall pay the employers contribution; the employee shall pay the employee contribution through payroll deduction.
 - (c) PSE?s who are considered ?full-time:, as defined by the IRS, under the Affordable Care Act will be offered health care coverage. The co-share of premiums (if any) will be determined via the Premium Plan Rates. The employee?s contribution shall be made through payroll deduction.
5. PSE?s shall work hours as scheduled by the appointing authority. There is no guaranteed minimum of hours to be worked.
6. PSE Range shall be as follows:

PSE I between Range 154 to Range 267 \$8.18 to \$17.41

PSE II between Range 268 to Range 300 \$14.40 to \$20.52

PSE III between Range 301 to Range 360 \$16.96 to \$27.68

PSE IV between Range 361 to Range 443 \$22.89 to \$41.86

PSE V flat amount stipend as determined by the County Assessor

PSE VI between Range 444 to Range 516 \$34.62 to \$60.25
7. Within the above ranges the appointing authority may place the PSE on any Range and Step commensurate with their education, training, and the duties to be performed. PSE?s shall not be paid more than Step A of the regular classification performing substantial the same duties.
8. PSE?s shall not work more than 990 hours in any fiscal year, without the prior approval of the Board of Supervisors.
9. PSE?s shall not work more than 25 hours per week, without the prior approval of the Board of Supervisors.
10. PSE?s shall not work in more than one department or budget unit, without the prior approval of the Board of Supervisors.
11. PSE?s shall not work more than 1040 hours in any consecutive twelve-month period.

12. PSE's shall only be hired for duration of the fiscal year in which they are employed. If employment must continue into a new fiscal year, a new hiring process, contract, etc. shall be executed.

13. PSE'S are not to be used instead of regular budgeted positions, nor shall they be used to circumvent the County's regular employee recruitment and classification system.

14. For layoff purposes, PSE positions do not accrue seniority. The appointing authority must release all PSE's within the Department who perform similar duties before laying-off Regular County employees.

15. Hiring Public Service Employee (PSE)

A. California Public Employees Retirement System (CalPERS) retiree shall not work in excess of 960 hours in a fiscal year. (If a CalPERS retiree works for multiple CalPERS employers, the total hourly limit for all employers is 960 hours in a fiscal year). Non-retired extra help employees shall not exceed 990 hours of work in a fiscal year.

B. Under the CalPERS law, if an employee retires before his or her normal retirement age (?early retiree?), that employee must have a bona fide separation from service with the County, as documented by a Personnel Action Form (PAF) submitted to Personnel by the employee's department, before that early retiree may be re-hired in an extra-help capacity.

1. A ?bona fide separation from service? is defined as follows:

a. There is no predetermined agreement between the County and the early retiree prior to retirement to return to work for the County after retirement; and

b. There is a separation in service of at least 60 calendar days between the date of the early retiree's retirement and the first day of work for the County in a non-allocated temporary, seasonal or intermittent at-will capacity. The 60 days commences on the day after retirement.

2. The term ?normal retirement age? is the age stated in the employee's retirement benefit formula. For example, the normal retirement age for a 2% at 55 benefit formula is 55. For example, if an employee is covered under the 2% at 55 formula at the time he/she retires from employment with Glenn County, but part of the employee's retirement benefit is based upon previous employment with a CalPERS agency that had a retirement formula with a higher age factor (e.g., 2% at 60), the employee's normal retirement age will be that of the highest formula (60, in this example).

3. An early retiree whose re-hire date in a PSE capacity is within 180 days of his or her retirement date shall not be required to submit fingerprints for the purpose of conducting a criminal history check unless otherwise required by law or required by the early retiree's appointing authority. An appointing authority's decision to not require the submission of fingerprints from an early retiree does not relieve an appointing authority from the requirement to consider the early retiree's criminal history and other job related information in the hiring process.

4. An employee wishing to work in a PSE capacity subsequent to retirement must, before starting work in the PSE capacity, provide a copy to Personnel of his or her annual statement from CalPERS that shows the retirement formulas upon which retirement benefits are calculated.

5. Departments may not start working a retiree in a PSE capacity until it is determined if the individual is an early retiree as defined above.

C. As for employees who retire at or beyond their normal retirement age, the following shall apply:

1. Such an employee may, prior to his or her retirement date, be moved directly from regular to PSE status at an appointing authority's discretion upon recommendation of the Personnel Director and approval from the Board of Supervisors.

2. If the employee is not moved directly from regular to PSE status as stated above, resulting in a

separation from service that precedes the hiring in a PSE capacity, the provisions set forth in this chapter shall apply to the re-hiring of employees in a PSE capacity who retire at or beyond their normal retirement age.

D. Under the CalPERS law, if a CalPERS retiree receives unemployment insurance (U.I.) benefits arising out of an extra-help appointment with Glenn County, the CalPERS retiree will not be eligible for a subsequent extra-help appointment with Glenn County for a period of at least twelve months after the date of retiree's last receipt of Unemployment Benefits.

E. Under the CalPERS law, the term "appointment" refers to an appointment of a CalPERS retiree (1) that does not exceed a total of 960 hours for all CalPERS employers in any fiscal year and (2) that is either during an emergency to prevent stoppage of public business or because the retired employee has skills needed in performing work of limited duration. A complete separation from County service is not required to establish a new appointment.

.9.3 Rules of Use

Identification of Need for and Initial Hiring of PSE.

Departments who wish to use Public Service Employee (PSE) must use the following procedures.

1. The Department staff shall first identify and document the following:
 - a. The duties and responsibilities to be assigned;
 - b. the required knowledge, skills, abilities, licenses, certificate(s), and experience;
 - c. the expected number of hours to be worked per pay period;
 - d. the expected duration of the assignment; and the proposed rate of pay.
2. This information listed in "1" above shall be provided to the appointing authority.
3. The appointing authority, in coordination with the Director of Personnel, shall determine if a PSE or a regular position is required to fulfill the department's needs.
4. If the appointing authority determines that a regular position is required, the Department shall follow normal County budgeting, allocation and recruitment policies.
5. If the appointing authority determines that a PSE I, II or III, IV, or V position is appropriate the Department may seek qualified applicants to fill the PSE position.
6. The Department is responsible for the PSE hiring process. Applicants must complete a County of Glenn Employment Application (GCPER 41) with Item 1. Job Title completed as follows: "Public Service Worker ? [Department Name]". Applications shall be collected and maintained by the Department.
7. The Department is responsible for and will prepare and obtain all advertising necessary for the PSE recruitment.

8. The Department will interview, select and validate the potential PSE's qualifications through an appropriate background check. If the Department deems that a physical examination is necessary, the County Personnel Department will be contacted to schedule the examination.

9. At hire the PSE shall be provided a notice of employment status which shall include, but is not limited to the following:

- a. Statement that the PSE is an at-will position.
- b. Statement that the PSE position is paid on an hourly basis only for time worked.
- c. Statement that as payment for services rendered will only be made by Direct Deposit using the procedures developed by the Department of Finance.
- d. Statement that the PSE position works only as needed, and that there is no guarantee of any minimum hours worked within any pay period.
- e. List of duties.
- f. Performance standards
- g. Conduct standards
- h. Starting rate of pay
- i. Anticipated length of employment.
- j. A signature line where the PSE indicates that they have been provided a copy of the notice and that they have read the notice.

The original of this notice shall be retained by the Department. A copy of the notice shall be attached to the pay action form that appoints the PSE.

During Employment

1. All PSE's should be advised that they are at-will, non-benefited employees (unless identified as full-time) of the County and should be encouraged to apply for regular County positions as they become available.
2. The appointing authority must monitor PSE utilization to ensure that the PSE does not work more than 990 hours in a fiscal year or more than twelve consecutive months with an average more than 20 hours per week.
3. The Personnel Director shall monitor PSE utilization to evaluate the employee's full-time status.
4. The appointing authority should provide notice to the PSE at 900 hours or at the end of the tenth consecutive month of employment that their service will end at the completion of 990 hours or twelve months respectively.

Extensions/Changes of Status/Promotions

1. If an appointing authority requires that the services of a PSE must extend beyond 990 hours in a fiscal year or beyond twelve consecutive months with an average weekly employment of twenty hours per week. The appointing authority must submit a detailed request for extension through the Personnel Director to the Board of Supervisors for approval. If a request is not submitted, or the request is denied the employee must be terminated at or before the completion of 990 hours or twelve consecutive months.

2. PSE are not eligible for promotion. If work requirements change that a higher level PSE or an increase in compensation is justified (i.e. greater responsibility, complexity or independence is required) the Department must follow the steps outlined above under initial hiring. The current incumbent may be considered for the higher level position, if qualified.

Monitoring and Enforcement

On a quarterly basis, the Personnel Department shall provide a PSE Utilization Report to all appointing authorities and to the Board of Supervisors. The Department Head shall review this report to ensure that each PSE is being utilized in compliance with this Policy. Corrective action shall be taken immediately upon discovery that a PSE is being utilized inconsistent with this policy.

-->

Source URL (modified on Apr 5 2016 - 3:23pm): <http://www.countyofglenn.net/public-service-employee>