

# GLENN COUNTY EXTRA HELP EMPLOYEE

NAME: \_\_\_\_\_ Job Title: \_\_\_\_\_

DUTIES & RESPONSIBILITIES WILL INCLUDE, BUT NOT BE LIMITED TO:

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, LICENSES, CERTIFICATES(S) AND EXPERIENCE:

EXPECTED NUMBER OF HOURS TO BE WORKED PER PAY PERIOD:

\_\_\_\_\_ Hours per week.

This may vary dependent on program activities and need for additional assistance.

EXPECTED DURATION OF ASSIGNMENT/AT WILL APPOINTMENT:

Expected end date: \_\_\_\_\_

This assignment is ongoing on an as-needed basis. The position will not exceed 960 hours in a fiscal year without approval from the Board of Supervisors. There is no guarantee of any minimum number of hours worked within any pay period. This position is an at-will position and may be terminated at any time. Length of employment is dependent on program needs and/or available funds.

RATE OF PAY:

The employee will be paid on Range \_\_\_\_\_ Step A of the Glenn County Pay Schedule. Currently, this rate is \$\_\_\_\_\_ per hour. The position is paid on an hourly basis only for time worked. Payment for services rendered will be made by direct deposit using Department of Finance procedures.

PERFORMANCE AND CONDUCT STANDARDS:

Performance and conduct standards will be communicated to the employee by the supervisor upon hire and shall be consistent with policies and practices of the department and its mission, as well as county ordinances.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date