



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Seasonal Employment

Adopted Date: October 24, 2016

Seasonal employment is defined as annually recurring periods of work expected to last less than 6 months during a calendar year. Seasonal employment is identified by the work schedule (full-time seasonal, part-time seasonal) associated with the position.

I. Procedures

A. Annual Recurring Period of 6-months

1. Seasonal employees shall be classified as temporary employees.
2. Seasonal employees may work recurring periods of time each year for periods that shall not exceed 6 months per calendar year. This time can be worked in part-time increments, full-time increments, or on an intermittent basis not to exceed 6 months of total work.
3. Seasonal employees shall not work for periods longer than 6 months in a calendar year without prior Commissioners Court approval.

B. Use of Seasonal Employees

1. Departments that request seasonal employees shall reach out to the Human Resources Department to begin the process. Positions should be sought during the usual budget process, and are subject to funding approved by the Commissioners Court.
2. The use of seasonal employees will be analyzed based on the nature of the job, and the skill needed to perform the seasonal job.

C. Recruitment

1. All seasonal employees shall be recruited using the County's Hiring Procedure as guided by the County's Human Resources Department.
2. For seasonal employees that are expected to return in the following year, the Human Resources Department shall coordinate annual notices inviting the seasonal employees to return each year. Seasonal employees are responsible for updating their personal data information to ensure the correct contact information is on file.

D. Work Schedules

1. Seasonal employees shall be scheduled for full-time, part-time, or intermittent work that does not exceed 6 months in total duration.

E. Release and Recall Procedures

1. Seasonal employees shall be informed as much as possible regarding the expected duration of their assignment at the start of their employment. This will help the seasonal employee to plan for their temporary work schedule as well as other commitments they may have.
2. The Human Resources Department will work with the County departments to submit release notices to the seasonal employees in a timely fashion. These release notices will contain information specific to the assignment, expected date of release, and instructions on the potential recall of that assignment, whether it be in the same calendar year, or the next.

3. When it is time to recall a seasonal employee, County departments shall work with the Human Resources Department to issue a recall notice to that seasonal employee. Recall notices will contain information specific to the start of a recurring assignment, or new assignment, expected date of return, and additional instructions as necessary.

F. Service Credit

1. As an incentive to help County Departments recall trained seasonal employees from the past, seasonal employees who return each year for a similar assignment shall receive an increase in pay up to Year 7 upon which the steps will be maxed in this seasonal position.
2. Increase in pay schedule:
 1. Year 1 – Entry Rate of Pay (as defined by the job description)
 2. Year 2 – Step 1
 3. Year 3 – Step 2
 4. Year 4 – Step 3
 5. Year 5 – Step 4
 6. Year 6 – Step 5
 7. Year 7 – Step 6

G. Benefits

1. Seasonal employees are not entitled to County benefits, or leave accruals.