

Draft amended BCC 3.79.040(Y)  
October 8, 2024

3.79.040 Definitions.

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Y. “Limited term employee” means a fully benefited employee appointed to serve in a position for a specific project with a specific ending date which is anticipated to last for more than five months. A limited term position shall last only for so long as the project or specific need for which it was created exists, but in no event for no longer than three consecutive years. Limited term positions may be extended for an additional two years, for a total of five consecutive years, or may be created for a total of five consecutive years, with the approval of the City Manager and Human Resources director if such an extension or term is required by the project or specific need for which the position was created and would be in the best interests of the City. The position shall only be used: (1) during periods of higher than usual workload, (2) during long-term absences of regular status employees, or (3) to perform work requiring specialized skills, and in each case only where the work reasonably cannot be performed using existing regular status employees. The city manager or their designee is authorized to create limited term employee (LTE) positions consistent with this subsection and so long as sufficient appropriations exist within the current operating budget to pay the full cost of the positions. Limited term employees shall be at-will employees. The remaining terms and conditions of employment of a limited term employee shall be the same as if the employee were serving in a regular status position. The city manager or their designee shall have the authority to set the salary of the position consistent with good personnel practices and the city’s compensation policy. Limited term employees shall receive no other compensation or benefits except as expressly provided herein. Limited term employees shall be assigned to work at least the minimum number of hours applicable to a fully benefited employee. Limited term employee positions are not regular status positions and do not increase the number of city council created and budgeted full-time equivalent positions, or any portion thereof. For purposes of determining accrual rates for vacation leave, the service credit date for a limited term employee who during their period of service as a limited term employee is appointed to serve in a regular status position shall be the hire date for their most recent term of service as a limited term employee.